

REPORT

To the Honorable Mayor and City Council
From the City Manager

July 13, 2009

SUBJECT

Amendment of the City of Redwood City's classification plan.

RECOMMENDATION

Amend by resolution the City's classification plan and add the classification of Landscape Supervisor.

BACKGROUND

In 2008, the management functions in the PRCS Landscape Maintenance Division were re-examined within the context of the changing scope of the Department's priorities and services. Of primary concern was the need for increased capacity to support more capital projects, such as building improvements, park renovations, tennis court resurfacing, and new sports fields. As a result, the decision was made to designate one of the two PRCS Manager positions to provide management and support to capital projects, consultants, standards, grants, and special projects. The remaining PRCS Manager within the section would then assume responsibility for maintenance crew operations. The allocation of one full-time manager to capital projects created the need for additional support for supervisory functions associated with the management of approximately thirty maintenance staff. The proposed classification would create a working supervisor position with managerial authority to coordinate, monitor, and evaluate the day-to-day operations of the maintenance crews. This classification would also bring the organizational structure of the Landscape Maintenance Section more in line with other PRCS divisions of similar size, which include a working supervisor position. The Department intends to fill this new position with via an internal promotional process and eliminate a vacant position within the department once that process is completed.

A classification and salary survey of other Bay Area cities was conducted. The survey did not reveal sufficient data to warrant a recommendation based on external labor market. As such, an internal analysis was conducted which provided the basis for the proposed salary range of \$5,345 to \$6,415 per month. The proposed salary is aligned with the classification of Custodial Services Supervisor.

ALTERNATIVES

The Council could take no action, in which case the department would continue with the current structure and job classifications.

The Council could also advise staff to conduct further research and present an alternative recommendation.

FISCAL IMPACT

The Landscape Supervisor position will be filled by promotion, resulting in a vacant position to be eliminated. The elimination of a vacant Lead Landscape Gardener, Senior Crafts Specialist, or Landscape Equipment Operator position will result in a salary savings of \$101,205 to \$103,880, to be applied to the Landscape Supervisor position. The remaining \$14,358 to \$17,033 of the Landscape Supervisor position would be funded by savings resulting from a reduction in casual Landscape Maintenance Worker hours.



Robert Bell
HR Director



Peter Ingram
City Manager

ATTACHMENTS

1. A Resolution approving and amending the job description and salary range for a specific classification and amending the classification plan to add specified position in Parks, Recreation, and Community Services (Landscape Supervisor).
2. Job description for new classification of Landscape Supervisor.

RELATED DOCUMENTS IN CITY CLERK'S OFFICE

None

RESOLUTION NO. _____

A RESOLUTION APPROVING AND AMENDING THE JOB DESCRIPTION AND SALARY RANGE FOR A SPECIFIC CLASSIFICATION AND AMENDING THE CLASSIFICATION PLAN TO ADD SPECIFIED POSITION IN PARKS, RECREATION, AND COMMUNITY SERVICES (LANDSCAPE SUPERVISOR)

WHEREAS, from time to time, departments request new employee positions, revisions to current job descriptions or new job classifications depending upon the changing needs of city departments; and

WHEREAS, the Parks, Recreation and Community Services has requested a new job classification of Landscape Supervisor; and

WHEREAS, the Human Resources Department has prepared and the City Manager has reviewed and recommends the new job description for the Landscape Supervisor that would more fully describe the scope of duties performed by the current incumbent; and

WHEREAS, the Human Resources Department has prepared and the City Manager has reviewed and recommends the new job salary range of \$5,345 to \$6,415 per month for the Landscape Supervisor that would more fully align with the classification of Custodial Services Supervisor; and

WHEREAS, this Council has reviewed said revisions and desires to evidence approval thereof; and

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

1. The job classifications for the position of the Landscape Supervisor are set forth in Attachment "1" hereof, and by this reference incorporated herein, are hereby approved. Any and all prior job classifications for said position are superseded by the classifications hereby approved.

2. The salary range of \$5,345 to \$6,415 per month for the Landscape Supervisor is hereby approved. Any and all prior salary ranges for said position are superseded by the classifications hereby approved.

* * *

**New Classification
CITY OF REDWOOD CITY
LANDSCAPE SUPERVISOR**

DEFINITION

Under the general direction of a Parks, Recreation and Community Services Manager, this position plans, organizes, directs, supervises and reviews the activities of assigned crews in the maintenance and development of park and median landscaped areas; to perform technically complex maintenance duties and to provide responsible and technical staff assistance as needed.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the PRCS Manager. Responsibilities include direct and indirect supervision of landscape personnel and related technical staff in an assigned section.

EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES – Duties may include, but are not limited to the following:

1. Plan, direct, coordinate, supervise the work of the Landscape Maintenance Section within the Parks, Recreation and Community Services Department.
2. Assist in the hiring of Landscape Maintenance Section staff.
3. Supervise, train and evaluate the work of subordinates.
4. Evaluate subordinates' work performance and prepare required reports.
5. Oversee, coordinate and implement safe work procedures for assigned work unit or section.
6. Review work and program needs, schedule personnel and equipment in accordance with job requirements.
7. Schedule, plan and coordinate personnel, equipment and supplies to complete designated tasks.
8. Prepare requisitions for materials and supplies; assist in preparing equipment and program specifications.

**CITY OF REDWOOD CITY
LANDSCAPE SUPERVISOR (Continued)**

9. Operate and transport heavy equipment including truck and trailer combination, water truck, backhoe and other equipment as may be required for a variety of landscape maintenance and repair operations.
10. Plan, supervise and evaluate the work of independent and/or general contractors as assigned.
11. Perform a variety of field maintenance and system repairs as may be required.
12. Provide Commercial Driver's training to subordinates as well as employees of various departments as required.
13. Inspect project sites to evaluate work process and quality; resolve work problems; determine additional needs; assure continuous support and follow-up.
14. Inspect contractor's work and verify work and billing for payment.
15. Evaluate work progress, resolve work problems and determine additional needs on an ongoing basis.
16. Collect and analyze information; complete and maintain a variety of records and reports.
17. Assist in preparation of the section budget for review by the Manager.
18. Prepare budget estimates and other requested reports.
19. Keep abreast of knowledge and maintain contact with the latest technology and apply to section.

OTHER JOB RELATED DUTIES

1. Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Materials, methods practices and equipment used in landscape maintenance, landscape construction and general building construction activities.

CITY OF REDWOOD CITY
LANDSCAPE SUPERVISOR *(Continued)*

Basic carpentry, electrical and plumbing skills.

Occupational hazards and standard safety precautions necessary in the work place as outlined in SB198 (Americans with Disabilities Act).

Principles and practices of supervision, budgeting, and personnel management.

Horticultural practices and familiarity of municipal landscape practices.

Basics of concrete construction and inspection practices.
Principles and practices of administration, budget and personnel management.

Hazards and accepted safety precautions in the construction trades.

Safe driving principles and practices.

Ability to:

Plan, organize, direct, review and supervise the work of employees in the Landscape Maintenance Section.

Evaluate maintenance needs and problems; identify materials and resources required to solve problems.

Assist in the preparation of the section budget for review by the Manager.

Read and interpret plans and specifications, work from sketches, penciled layout and blueprints, prepare plans for minor projects.

Prepare and maintain a variety of records and reports.

Supervise, train, develop and evaluate full-time and part-time employees.

Understand and carry out both oral and written instructions in an independent manner.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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LANDSCAPE SUPERVISOR *(Continued)*

Estimate time, materials and equipment needed to perform maintenance and repair work.

Make decisions and communicate the decision process and outcomes with subordinates and management team.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Operate equipment used by crews to assist when necessary.

Operate and transport heavy equipment including truck and trailer combination, water truck, backhoe and other equipment as may be required for a variety of landscape maintenance and repair operations.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in landscape maintenance and construction, including some lead supervisory experience.

Education:

Equivalent to the completion of the twelfth grade supplemented by college or technical training specializing in horticulture or park maintenance.

Other Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 lbs.; exposure to outdoors confining work space, electrical hazards, chemicals, dust and mechanical hazards; and some ability to travel to different sites.

Licenses or Certificates:

Possession of, or ability to obtain, a valid California Class "A" driver's license.

CITY OF REDWOOD CITY
LANDSCAPE SUPERVISOR *(Continued)*

Possession of a Qualified Applicator's Certificate is highly desirable.

Effective Date:

Bargaining Unit: Redwood City Management Employees Association