

LANDSCAPE MAINTENANCE MANAGER

DEFINITION

To plan, organize, and direct the planting and maintenance of park and landscape areas and the street-tree program including both City crew and contract maintenance programs.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Maintenance Services. Supervises landscape maintenance division personnel, including tree crews.

EXAMPLES OF DUTIES

1. Plans, directs, and supervises the work of crews in widely scattered locations.
2. Reviews work orders and appropriately schedules personnel and equipment.
3. Inspects park and landscape areas and project sites to evaluate work requirements and/or progress
4. Plans landscaped areas and median strips to enhance the beauty of the City, selecting plant materials for aesthetic and maintenance compatibility.
5. Supervises the installation and maintenance of sprinkling systems and establishes irrigation schedules.
6. Supervises the planting, fertilizing, and maintenance of lawn and tree areas.
7. Directs and supervises the preparation and application of chemicals for the control of weeds, lawn pests and diseases.
8. Prepare requisitions for materials and supplies, including equipment specifications.
9. Manages contract maintenance programs, including preparing bid specifications, evaluating bids, awarding contracts and administering contracts.
10. Prepares and controls division budget.
11. Trains and evaluates subordinates.
12. Coordinates division activities with other City departments and public agencies.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of principles and practices of landscaping, landscape maintenance, and tree maintenance.
- B. Knowledge of physical characteristics and requirements of trees, plants, shrub and lawns in the Hayward area.
- C. Knowledge of methods, materials, and equipment used in the maintenance, repair, and construction of landscaping and irrigation systems.
- D. Knowledge of hazards and accepted safety precautions in the construction of landscaping, the application of chemical sprays, the trimming and removal of trees, and the operation of related power equipment.
- E. Ability to read and interpret plans and specifications.
- F. Ability to estimate time, materials, and equipment needed to perform maintenance and repair work.
- G. Ability to prepare and administer a division budget.
- H. Ability to communicate clearly and concisely, orally and in writing.
- I. Ability to plan, direct, and oversee the work of crews.
- J. Skill in the supervision, training, and evaluation of subordinates.
- K. Skill in planning aesthetically pleasing landscaped areas and tree planting.

EXPERIENCE AND EDUCATION

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

Experience:

Four years of increasingly responsible experience in the planting and maintenance of trees, park and landscape areas, including administrative and supervisory duties.

Education:

Education equivalent to completion of the twelfth grade.

LICENSES AND CERTIFICATES

Maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions and qualifications must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One Year

752CS91

July 1985

Revised April 1991

Revised March 2010

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt