



Parks and Landscaping Manager

Summary

Plan, schedule, and supervise the maintenance and operation of the City's parks, landscaped, and recreational areas.

Class Characteristics

General direction is provided by the Director of Parks and Recreation; responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, supervise, and direct the maintenance of parks, playground areas, park facilities, and assigned landscaped medians, parkways, and other miscellaneous landscapes.

Assist in the development of plans and designs of new parks and landscape sites and changes to existing sites.

Participate in budget preparation and administration.

Review plans, drawings, and cost projections for public projects and direct the implementation of changes and construction for new and existing parks, landscape sites, and facilities.

Inspect damaged and diseased trees, shrubs, or turfs to determine appropriate corrective action.

Respond to emergencies including fallen trees and park maintenance problems.

Respond to citizen complaints and inquiries from the public.

Attend meetings, including City Council, various boards and commissions, and neighborhood meetings.

Supervises the City's IPM program and the application of all pesticides throughout the City.

Prepare and supervise the maintenance of a variety of records and reports.

Perform related duties as assigned.

Skills/Abilities:

Effectively present information to the City Council, senior management, public groups, and other governmental agencies.

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Respond to common inquiries or complaints from citizens, regulatory agencies, or members of the public community.

Work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Theories, principles, methods, materials and equipment used in landscape cultivation and park maintenance.

Supervisory principles and practices, including employee training.

Safety practices and procedures relating to the work.

Education and Experience

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

Education

An Associate's degree with major work in a closely related field. A Bachelor's degree is highly desirable.

Experience:

Four years supervisory responsibility.

Four years related work experience and/or training.

Certifications/Licenses:

Possession a valid California Class C driver's License.

Possession of a valid Pest Control Advisors license (PCA) issued by the State of California, Department of Pesticide Regulation.

Arborist Certification from the International Society of Arboriculture is desirable.

Established: 07/10/00

Resolution #:

Revised: 06/30/06

Department: Parks and Recreation

FLSA Status: Exempt