



## CLASS SPECIFICATION

### SENIOR LANDSCAPE INSPECTOR

**DEFINITION** – Under general supervision from the Maintenance Superintendent, Assistant Maintenance Superintendent, and/or Maintenance Supervisor, to perform landscape inspection work; monitor and supervise the work of landscaping and tree maintenance contractors; respond to a variety of citizen requests/complaints; prepare reports; and perform duties as assigned.

**DISTINGUISHING CHARACTERISTICS** – This is the advanced journey level class in the Landscape Inspector series and requires designation as a Certified Arborist. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing lead supervision to lower level maintenance staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Coordinates, supervises, inspects and monitors contractors providing maintenance work within the City of Newark to ensure completeness and compliance.

Coordinates and arranges for minor repairs by contractors.

Works with contractors on installation and/or repair assignments.

Monitors work progress toward successful job completion.

Maintains records of work performed and materials used.

Directs and oversees necessary work to correct emergency and vandalism problems within landscaped areas.

Prepares, monitors, and administers annual Service Center budgets for landscape and tree maintenance contracts.

Maintains logs, writes reports and orders, and obtains job materials. Monitors operation of equipment and material on job sites.

## Senior Landscape Inspector

Uses a computer to enter and retrieve information related to work assignments and record-keeping.

Builds and maintains positive working relationships with co-workers, other City employees, and the public using principals of good customer service.

Performs related work as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles, practices and techniques of planning and reviewing the work of others, and providing effective employee training.

Principles and practices of public sector budgeting and contract administration.

Methods, techniques, and tools used in the routine maintenance and repair of landscaped areas and parks, and related facilities.

Methods and techniques related to installation and maintenance of irrigation system parts and equipment.

Use and safety precautions related to a variety of herbicides and pesticides for weed and insect control.

#### Ability to:

Monitor and supervise the work of landscaping and tree maintenance contractors.

Prepare, monitor, and administer annual Service Center budgets for landscape and tree maintenance contracts.

Inspect landscape and tree maintenance work and provide related employee training.

Independently perform routine semi-skilled work in the maintenance and repair of landscaped areas and parks/related facilities; perform heavy manual labor.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze equipment problems; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when inspecting contract work repairs, installation, or maintenance tasks; work in conditions of various outdoor exposure; and lift or carry heavy weights.

## Senior Landscape Inspector

Read and interpret blueprints, sketches, specifications, and written instructions.

Work unusual/prolonged work schedules during emergencies or seasonally caused circumstances.

Use a personal computer for electronic mail communication and to enter and retrieve data related to work orders, supplies, and hours worked.

Communicate clearly and concisely, both orally and in writing.

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

### Experience and Training

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

#### Experience:

Three years of increasingly responsible experience inspecting maintenance contract work at a level similar to that of a Landscape Inspector in the City of Newark.

#### Training:

Equivalent to completion of the twelfth grade, supplemented by specialized training in landscape maintenance, horticulture, or a related field.

### License or Certificate

Possession of, or ability to obtain, a Class C California driver's license.

Possession of certificate as a Certified Arborist from the International Society of Arboriculture.

**Probationary Period:** 6 Months

**FLSA:** Non-Exempt