



Class Code: 422
WP Code: Sr Landscape Pk MW
Established: May 1986
Revised: March 2006
EEO Code: SM

CLASS SPECIFICATION

City of Newark, California

SENIOR LANDSCAPE AND PARK MAINTENANCE WORKER

DEFINITION

Under direction from a Maintenance Supervisor; to organize, assign, and lead the work of assigned personnel engaged in the maintenance and repair of landscaped areas and park/related facilities; and to perform technical duties related to the installation, maintenance, and repair of irrigation systems.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Landscape and Park Maintenance Worker series. 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 and/or perform specialized technical duties such as irrigation. 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:

Organize, schedule, assign, and lead the work of an assigned landscape and park maintenance crew; coordinate with other departments, divisions, and agencies related to the work assigned.

Review the work of an assigned crew engaged in landscape and park maintenance activities including pruning shrubs and trees, mowing lawns and maintaining playing fields, fertilizing and spraying herbicides/pesticides, and performing routine irrigation system maintenance and repair.

Exercise technical and functional supervision over assigned landscape and park maintenance staff; lead staff and perform the most difficult and complex work in the installation, repair, and maintenance of landscaped and parks areas and related facilities, including handling difficult problems and determining appropriate course of action; and perform the full range of landscape and park maintenance and repair duties

Provide input on performance evaluations; and provide advice and assistance to lower level maintenance staff.

Plant and maintain trees, shrubs, ornamental plants and other vegetation; apply herbicides/pesticides, and install, repair and maintain playground and ball fields and related structures.

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Install, maintain and repair irrigation systems and related equipment such as irrigation lines, backflow prevention devices, pressure regulators, sprinkler heads, pumps, valves, electronic clocks and control devices and associated low voltage wiring.

Review plans for in-house work force or contracted construction/modification of irrigation systems and recommend changes as appropriate; inspect work in progress and at completion to ensure compliance with plans and specifications.

Specify cross connection control/backflow prevention devices for installation of new landscape and park irrigation systems and/or design retrofit of existing systems; test and certify systems at installation and according to periodic schedules.

Monitor irrigation water usage and implement a plan to minimize such usage through effective operation of timing and control devices.

Select materials and estimate material and labor costs for assigned jobs; ensure availability of supplies, materials, and equipment in order to accomplish the work; purchase supplies and materials as necessary.

Coordinate and administer activities related to various contracts and projects; prepare specifications for contracted work; monitor contract compliance, inspect quality of work, and recommend progress and final payment as appropriate.

Record daily labor, material and equipment costs, and maintain work-related records; provide recommendations for project-related budget planning.

Respond as appropriate to comments and concerns expressed by the public regarding landscape, park maintenance, and irrigation issues.

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

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of planning and reviewing the work of others and training, including safety practices and related record-keeping.

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Materials, methods, practices and equipment used in landscape and park maintenance and repair activities.

Current practices and techniques used in the installation, maintenance and repair of irrigation systems for landscaped and park areas; operational characteristics of irrigation control and backflow devices, equipment and systems.

Proper use of a variety of fertilizers, pesticides and herbicides.

Ability to:

Act as a lead worker and perform advanced journey level tasks related to maintenance and repair of landscaped and park areas and related facilities.

On a continuous basis, know and understand landscape and park maintenance and repair activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; operate various types of equipment; and explain jobs to other employees.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing maintenance, repair, or installation tasks; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry heavy weights; work in conditions of various outdoor exposure.

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

Prepare and interpret specifications, administer contracts and inspect quality of work relative to recommendation for payment.

Review difficult and/or complex landscape and park maintenance/related issues; prepare related cost estimates and recommend the most effective and efficient course of action.

Communicate clearly and concisely, both orally and in writing.

Keep records and make reports; use a personal computer for electronic mail and to enter and retrieve data.

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

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

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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:

Two years of experience performing landscape and/or park maintenance work similar to that of a Landscape and Park Maintenance Worker II in the City of Newark.

Training:

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

License or Certificate

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

Possession of, or ability to obtain by the date of employment, a valid California Class A driver's license (with tank endorsement by end of probation). Per DOT regulation, positions that require a Class A driver's license will be required to have a pre-employment drug test and will be subject to random and other alcohol and drug testing.

Possession of a Backflow Tester certificate issued by the American Water Works Association.

Possession of a Qualified Applicator Certificate issued by the State of California.

Probationary Period: 6 Months

FLSA: Non-Exempt