



Landscape Maintenance Worker I Landscape Maintenance Worker II

Purpose of the role:

Under supervision (Landscape Maintenance Worker I) or general supervision (Landscape Maintenance Worker II), performs a variety of semi-skilled and skilled work in the care and maintenance of parkways, street medians and other City-owned areas; performs skilled work in the pruning, care and maintenance of shade and street trees; plants new trees; installs, repairs, and maintains irrigation systems for landscaped areas; assists in overseeing the work of contractors; removes graffiti from private and public areas; operates and maintains a variety of hand and power tools and equipment; and performs related duties as assigned.

Distinguishing Characteristics:

Landscape Maintenance Worker I – This is the entry level class in the Landscape Maintenance Worker series. This class is distinguished from the Landscape Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including less complex landscape maintenance and repair duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Landscape Maintenance Workers. Advancement to the II level is based on demonstrated proficiency in performing the full range of landscape maintenance worker duties, possession of required licenses, and is at the discretion of higher level supervisory or management staff.

Landscape Maintenance Worker II – This is the full journey level class within the Landscape Maintenance Worker series. Employees within this class are distinguished from the Landscape Maintenance Worker I by the performance of the full range of duties as assigned including the more complex landscape maintenance and repair duties, operating a variety of equipment, and providing training to less experienced Landscape Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are alternately staffed and are normally filled by advancement from the Landscape Maintenance Worker I level, or when filled from the outside, require prior experience.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

***Essential Duties
and
Responsibilities:***

- Performs various grounds maintenance functions; mows, trims, edges, fertilizes, aerates, and waters lawn areas; weeds, prunes, mulches, feeds, fertilizes, and irrigates plants, shrubs, and small trees.
- Performs grounds maintenance chemical application duties; sprays pesticides and herbicides; ensures proper application of all materials; ensures equipment is operating properly; performs all duties in compliance with City and mandated health and safety rules and regulations.
- Prepares soil for planting; plants, stakes, ties, grafts and fertilizes a variety of street and shade trees; transplants seedlings, shrubs and trees as necessary.
- Maintains, trims, prunes, and removes trees; operates hydraulic lift bucket in order to remove dead, broken or superfluous branches or tops of trees; clears limbs and brush from signs, street lights and electric lines; removes stumps; chips brush; renovates tree wells; removes rotted tree areas by chiseling; disinfects and treats cavities; cuts and removes roots; removes diseased, standing, or fallen trees.
- Assists other members of the crew in trimming trees and in lowering and stacking brush, cuttings and shredded material.
- Performs a variety of semi-skilled and skilled work in the installation, repair and maintenance of irrigation systems for landscaped areas, including valves, electronic timing devices and backflow devices; inspects and services irrigation systems to ensure safe and proper operation; installs, services, repairs and inspects backflow devices; digs trenches and ditches; performs semi-skilled plumbing maintenance work; plans and sketches the layout of new sprinkler systems; performs semi-skilled electrical maintenance and repairs.
- Assists in monitoring and inspecting the landscape maintenance and construction work being performed through contracts with private landscaping firms; ensures work is performed in accordance with contractual agreements and City standards; inspects completed landscape construction projects to ensure work has been performed in accordance with plans, specifications and contracts.
- Cleans and maintains landscaped areas, paved areas, paths and walks; picks up litter, garbage and organic debris from landscaped areas and City streets; traps and disposes of rodents; removes graffiti from City-owned structures and facilities and private property.
- Conducts traffic control when working in traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- Operates a variety of hand and power tools, such as hand mowers, edgers, blowers, hedge trimmers, long-handled clippers and similar tools, weed eaters, chain saws, rakes, shovels, hoes, brooms and other maintenance tools.

- Operates a variety of light duty motorized equipment, such as gang mowers and edgers, in the maintenance of lawns, street medians and other landscaped areas; drives pickup trucks, water trucks and other motorized vehicles and equipment; operates tractor-drawn equipment, such as flail mowers.
- Performs preventative maintenance to vehicles, equipment and tools and makes minor adjustments and repairs; reports the need for major repairs and maintenance.
- Responds to emergencies and public calls as necessary; corrects or reports hazardous conditions.
- Performs a variety of maintenance tasks, including storm drain maintenance during inclement weather.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Prepares basic records including daily worksheets, equipment inspection reports, accident reports and maintenance requests.
- Depending on assignment, may operate a variety of electronic and computerized devices including a computer, centralized irrigation controllers, digital cameras, and cell phones; utilizes a variety of computer programs and applications.
- Performs after-hours emergency work and on-call duties on a rotating basis.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a landscape maintenance program.
- Methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
- Methods, techniques, and equipment used in arboriculture, including species identification, planting, pruning and maintenance.
- Soil preparation and enrichment.
- Methods and equipment used in weed and insect control and treating plant diseases.
- Installation, maintenance and repair of irrigation systems.
- Test and repair of backflow devices.
- Operations and maintenance of a wide variety of commonly used hand and power landscaping tools and equipment.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Basic computer applications such as word processing.
- Principles and practices of record keeping.
- Occupational hazards and standard safety practices.

***Desired
Minimum
Qualifications:***

Ability to:

- Perform a variety of maintenance and repair work in the care and maintenance of parkways, street medians and other City-owned areas.
- Operate a variety of maintenance equipment and tools including heavy and light power driven equipment and hand tools in a safe and effective manner.
- Learn and perform tree planting, transplanting, pruning, trimming and removal.
- Recognize common plants, plant diseases and insect pests.
- Perform heavy manual labor.
- Ensure safety around work areas in high traffic.
- Use independent judgment and initiative in daily work activities.
- Understand and follow oral and written instructions.
- Work under steady pressure with frequent interruptions.
- Learn and apply new information or new skills.
- Learn and effectively utilize various software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Results Oriented
- Customer-Focused
- Flexible/Adaptable
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

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

Landscape Maintenance Worker I

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Some experience in gardening or landscape maintenance is desirable.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license with the ability to obtain a valid Class B California driver's license with a tanker endorsement within six months of employment is required.

**Education and
Experience
Guidelines:**

Landscape Maintenance Worker II

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of experience at a level comparable to the Landscape Maintenance Worker I with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

A valid class B California driver's license with a tanker endorsement is required.

An Arborist Certification, Cross Connection Control Certification, or a Pesticide Advisor Certification may be required for some positions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to perform heavy manual labor; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry and push tools, equipment and supplies weighing up to 50 pounds or more; and occasionally lift and/or move up to 100 pounds; climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment. Employees in this class are required to wear respirators as required and in accordance with CAL/OSHA regulations. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Outside environment working near moving mechanical parts; travel from site to site; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; work in tight and confined spaces; frequently works near moving mechanical parts; works in precarious places, on elevated platforms and aerial devices; exposed to heights and street/road traffic; frequently works around loud noise levels.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: 6/20/11

6/20/2011:

- Added additional paragraph under Essential Duties to include electronic and computerized devices.
- Added basic computer and software application information to Knowledge and Ability sections.
- Changed the requirements under the Physical Section for lifting carrying, pushing tools, equipment and supplies from 25 pounds to 50 pounds or more, with occasional lifting and/or moving up to 100 pounds.
- Added additional language under the Environment Section to include working in tight spaces along with working on elevated platforms, aerial devices, and exposure to heights.