



Landscape Maintenance Crew Leader

Purpose of the role:

Under direction, provides lead supervision to assigned work crews; plans, schedules and supervises the work of crews engaged in the maintenance of City-owned landscaped areas including turf, irrigation, ground cover and shrubs, and tree maintenance; coordinates, monitors and inspects the work of contractors engaged in the construction and maintenance of City-owned landscaped areas; and performs related duties as assigned.

Distinguishing Characteristics:

This is the lead level class in the Landscape Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including providing lead supervision to assigned work crews. Employees perform the most difficult and responsible types of duties assigned to classes within this series including overseeing the activities of one or several maintenance crews engaged in the maintenance of City-owned landscaped areas. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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:

- Plans, organizes, prioritizes, schedules, coordinates, supervises and evaluates the work of crews engaged in construction, maintenance and repair of gardens, street medians, trees, and other City-owned landscaped areas; provides technical assistance to staff as necessary.
- Provides for staff training and development; trains assigned employees in their areas of work including landscape maintenance methods, procedures, and techniques.
- Supervises the use, care, and operation of landscape equipment; assist in maintaining equipment and vehicles for proper working order.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.

- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the section; researches new operational techniques, methods and equipment and recommends their application; participates in long-term planning to assess future needs.
- Prepares budgetary estimates of staff, equipment and materials required for projected activities.
- Participates in preparing performance evaluations for assigned employees; recommends disciplinary action or dismissal; resolves a variety of routine personnel and administrative matters.
- Responds to work orders, questions, complaints, or requests for service from other divisions, departments, and the public; assigns the work of crews in field work.
- Coordinates, monitors and inspects 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; prepares invoices for work performed by contractors for payment.
- Maintains a computer-based landscape and plant inventory.
- Assists in the development of plans, specifications and contracts for landscape maintenance and construction problems.
- Inspects work in progress and upon completion; detects and corrects inefficient utilization of workers and equipment; ensures that work conforms to specifications and is in accordance with City policies and operating procedures and practices.
- Designs and plans landscaping and irrigation systems and directs their implementation; requisitions necessary plants, supplies, materials and equipment to ensure an adequate inventory.
- Plans, coordinates and supervises the City's graffiti removal program.
- Supervises and participates in storm drain cleaning activities during inclement weather conditions.
- Supervises and participates in the City's weed abatement program.
- Supervises and participates in the work of crews engaged in the installation, repair and maintenance of irrigation systems.
- Represents the tree maintenance section with the City's Tree Advisory Committee; evaluates tree problems related to insect and disease infestations and provide oral and written recommendations to eradicate the problem.
- Ensures that landscaping activities are carried out in a safe manner; investigates accidents to determine cause, and takes necessary corrective action.
- Assists in preparing essential information for budgets, grants, capital improvement, contract costs, and other vital information for landscaping projects.

- Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports, maintenance requests and requisitions; develops, reviews and updates written work instructions and schedules.
- Drives trucks and operates and maintains power equipment; oversees testing and repair of City owned backflow devices.
- Explains the tree maintenance program to the public and answer questions regarding tree maintenance, planting and removal.
- Assists Landscape Supervisor with special projects as assigned; acts as supervisor in his/her absence.
- Performs after-hours emergency work and on-call Supervisor 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.
- Principles of lead supervision and training including work evaluation and discipline.
- Advanced methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground covers, plants, shrubs, hedges and trees.
- Advanced methods, techniques, and equipment used in arboriculture, including species identification, planting, pruning and maintenance.
- Soil characteristics and treatment procedures.
- Advanced methods and equipment used in weed and insect control and treating plant diseases.
- Advanced installation, maintenance and repair of irrigation systems.
- Test and repair of backflow devices.
- Principles and practices of contract administration.
- Principles and procedures of record keeping.
- Principles, methods and equipment used in landscape cultivation and maintenance.
- Common garden pests and disease, and the methods for eradication.
- Turf management methods, practices and techniques, codes, ordinances and regulations pertaining to trees.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local laws, codes and regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Plan, organize, supervise, assign, inspect and evaluate the work of others.
- Motivate and evaluate staff and provide for their training and development.
- Analyze complex landscaping problems, evaluate alternatives and recommend or adopt effective courses of action.
- Develop and implement work standards.
- Prepare clear and concise records, reports, and other written materials.
- Recognize common plants, plant diseases and insect pests.
- Read and interpret plans, blueprints, specifications and manuals.
- Exercise independent judgment and initiative within established guidelines.
- Operate office equipment including computers and supporting software applications.
- Maintain records.
- 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
- Planner and Organizer
- Skill and Career Development Coach
- 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:

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Four years of journey-level experience in landscape maintenance including two years at a level comparable to a Landscape Maintenance Worker II with the City of Thousand Oaks.

Education and Experience

Guidelines:

Licenses; Certificates; Special Requirements:

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

A class A California driver's license may be required for some positions.

An Arborist Certification issued by the International Society of Arboriculture may be required depending on the assignment.

The conditions herein 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 disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work indoors and outdoors and operate office equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and stoop; grasp, repetitive hand movement, and fine coordination in preparing reports using a computer key board; lift, carry and push tools, equipment and supplies weighing 25 pounds or more; drive motorized vehicles. **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: Inside and 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; frequently works near moving mechanical parts; works in precarious places or exposed to street/road traffic; frequently works around loud noise levels; interact with City staff, other organizations and the public; occasionally required to deal with dissatisfied or quarrelsome individuals.

*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: