



Senior Landscape and Park Maintenance Worker

Class Specification

Revised 9/23

Class ID: 766

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under direction, organizes, assigns, and leads the work of assigned personnel engaged in the maintenance and repair of landscaped areas and City parks and related facilities; performs technical duties related to the installation, maintenance, and repair of irrigation systems and landscaped and parks areas and related facilities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Maintenance Supervisor or designee. Exercises no direct supervision over staff. Provides technical and functional lead direction to lower-level staff.

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, and by the amount of time spent performing the duties. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing lead direction 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 JOB FUNCTIONS (Illustrative Only)

Exercise technical and functional lead direction including organizing, scheduling, assigning, and leading the work of an assigned landscape and park maintenance crew; provide input on performance evaluations; and provide advice and assistance to lower-level maintenance staff.

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.

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; perform the full range of landscape and park maintenance and repair duties; coordinate with other departments, divisions, and agencies related to the work assigned.

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

Maintain, perform minor repairs, and conduct routine review of City equipment and playgrounds, picnic areas, athletic fields and playing courts/areas to ensure safe access for the public; install playground and related structures and equipment.

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 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 computerized controls or devices.

Select materials and estimate material and labor costs for assigned jobs; ensure availability of supplies, materials, and equipment 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 and related applications 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.

QUALIFICATIONS

Knowledge of:

- Principles and practices of planning and reviewing the work of others and training, including safety practices and related record-keeping.
- Current 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 and safe use of a variety of fertilizers, pesticides, and herbicides.

Skill or 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.
- Consistently observe and follow safety rules and procedures.
- Analyze problem equipment; identify safety hazards; locate and operate equipment; interpret work orders; and explain jobs to other employees.
- Safely operate hand and power tools, equipment, and vehicles.

- Safely handle chemicals including cleaning products, solvents, and other materials and supplies.
- Understand and follow oral and written instructions; read, interpret, and understand blueprints, drawings, diagrams, specifications, operating instructions, and manuals.
- 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 and related applications for electronic mail and to enter and retrieve data.
- Work unusual/prolonged work schedules during emergencies or seasonally caused circumstances.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Possession of a high school diploma or equivalent, and three (3) 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.

License and Certificate:

- Possession of a valid California Class A driver license with tank endorsement. Positions performing safety sensitive functions are subject to the Federal Highway Administration Department of Transportation (D.O.T.) regulations and the City's Administrative Regulation concerning drug and alcohol testing as a continuing condition of employment with the City.
- 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
- Possession of a Qualified Applicator License issued by the State of California is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Willingness and ability to work emergency overtime and available on call, as required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement

weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.