



Class Code: 429  
WP Code: Landscape Inspector  
Established: February 2011  
Revised: \_\_\_\_\_  
EEO Code: SM

## **CLASS SPECIFICATION**

City of Newark, California

### **LANDSCAPE INSPECTOR**

#### DEFINITION

Under general supervision from a Maintenance Supervisor, and/or technical and functional supervision from a Senior Landscape and Park Maintenance Worker; to perform landscape inspection work; monitor contractors; respond to a variety of citizen requests/complaints; prepare reports; and perform duties as assigned to park maintenance staff.

#### DISTINGUISHING CHARACTERISTICS

This is a stand alone class in the Maintenance Division. Incumbents perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise.

#### 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.

Work 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.

Maintains logs and write reports, orders and obtains job materials and monitors operation of equipment and material on the job site.

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

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

Perform related work at assigned.

## **Landscape Inspector**

### MINIMUM QUALIFICATIONS

#### Knowledge of:

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:

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 problem equipment; 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.

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:

## **Landscape Inspector**

### Experience:

One year of increasingly responsible experience inspecting maintenance contract work.

### 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.

**Probationary Period:** 6 Months

**FLSA:** Non-Exempt