



City of Laguna Niguel Job Description

LANDSCAPE MAINTENANCE INSPECTOR

Maintenance, Clerical, and Technical Unit

FLSA: Non-exempt

DEFINITION

Perform routine inspection of City parks, sports parks, joint use facilities, slopes, medians, greenbelts, wetlands and other landscaped areas as well as field maintenance and construction projects; interpret and administer landscape maintenance and landscape construction contracts.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Parks and Landscape Maintenance Superintendent.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Conduct field inspections of landscaped areas; evaluate field problems; authorize changes or repairs as required.
- ◆ Coordinate, evaluate and interpret the specifications, codes, policies and procedures controlling landscape maintenance contracts and the work of other outside contractors, and advise Parks and Landscape Maintenance Superintendent.
- ◆ Confer with contractors, outside agencies and the general public; interpret and explain City policies, requirements and restrictions.
- ◆ Reconcile or mediate differences of interpretation between City contract requirements and services rendered by contractor.
- ◆ Prepare letters, memoranda, punch lists, e-mails, and other written correspondence relative to landscape maintenance contracts.
- ◆ Direct weekly meetings with contractors to discuss schedules, budgets, problems, and progress of contracted services.
- ◆ Plan, direct, and conduct pre-bid and pre-construction meetings with contractors.
- ◆ Prepare and maintain records and reports related to landscape maintenance activities.
- ◆ Confer with contractors, outside agencies, and the general public; interpret and explain City policies, requirements, and restrictions.
- ◆ Direct and set priorities for on-going maintenance contracts.
- ◆ Investigate and respond to citizen complaints and inquiries regarding the maintenance of landscaped areas.
- ◆ Participate in budget preparations; prepare cost estimates; submit justifications for budget items; monitor and track program expenditures.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Principles and procedures of contract administration in parks, medians, slopes, greenbelts and other landscape areas.
- ◆ Pertinent federal, state, and local policies, codes, laws, and regulations affecting landscape maintenance and construction.
- ◆ Principles and practices of horticulture, landscaping, arboriculture, urban forestry, soil management, irrigation and water management, soil characteristics, application and uses of various pesticides and landscape and irrigation design.
- ◆ Terminology, methods, practices, materials, and techniques related to landscape construction and landscape maintenance.
- ◆ Modern office methods, procedures, and computer equipment and data bases.
- ◆ Principles and procedures of record keeping and reporting.
- ◆ Safe work practices.

Ability to:

- ◆ Apply administrative and technical knowledge to assure compliance with contracts
- ◆ Follow proper inspection techniques to examine workmanship and materials; detect deviations from plans, regulations, and standard construction practices.
- ◆ Respond to requests and inquiries from the general public.
- ◆ Operate personal computer and other technical equipment to access information and utilize common business applications.
- ◆ Read and interpret complex landscape plans, construction plans, specifications, and building codes.
- ◆ Diagnose and assess horticulture problems and recommend an effective course of action.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships.
- ◆ Work independently without supervision.

Experience and Training:

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

A minimum of three years of responsible landscape maintenance and construction experience in parks, sports parks, joint use facilities, medians, slopes, greenbelts, wetlands and other landscape areas.

Equivalent to the completion of the twelve grade supplemented by two years of accredited college or university courses in public works administration, contract management, horticulture practices, construction technology, or a closely related field. Bachelor's degree preferred.

Licenses:

Possession of a valid California Driver's License and an acceptable driving record. Possession of or ability to obtain within one (1) year, an appropriate, valid qualified

applicator's certificate from the California Department of Pesticide Regulation. Possession of or ability to obtain within one (1) year a certified arborist certificate from the International Society of Arboriculture is desirable.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspections of various parks, sports parks, joint use facilities, slopes, medians, greenbelts, wetlands, construction sites and public works facilities. Hand-eye coordination is necessary to operate testing instruments, computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand and walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb, balance, stoop, kneel, crouch, crawl; talk, and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, traffic, heights on scaffolding and ladders for specific assignments, work in confined spaces, on slippery or uneven surfaces, and work around construction and maintenance equipment.

The noise level in the work environment is usually moderate.