



## City of Laguna Niguel Job Description

### **PARKS AND LANDSCAPE MAINTENANCE SUPERINTENDENT**

Middle Management, Professional and Supervisory Unit  
FLSA: Exempt

#### **DEFINITION**

Develop and administer park and landscape maintenance and construction contracts; oversee 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.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives primary supervision from Parks and Recreation Director and secondary direction from the Public Works Director for those duties pertaining to the Public Works Department.

Exercises supervision over Landscape Maintenance Inspectors.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

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

- ◆ Plan, develop, coordinate, evaluate, and interpret the specifications, codes, policies, and procedures controlling park and landscape maintenance contracts between the City and contractors.
- ◆ Direct and supervise the Landscape Maintenance Inspectors.
- ◆ Develop and prepare park and landscape maintenance contract drafts for reviews with management for legal form and needs requirements.
- ◆ Negotiate, reconcile, and mediate differences of interpretation between City contract requirements and services rendered by contractor.
- ◆ Conduct field inspections of park and landscaped areas; evaluate field problems; authorize changes or repairs as required.
- ◆ Prepare letters, memoranda, staff reports, and other written correspondence relative to park and 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 park and 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 parks and landscaped areas.
- ◆ Participate in budget preparations; prepare cost estimates; submit justifications

- for budget items; monitor and track program expenditures.
- ◆ Prepare City Council agenda reports when necessary.
- ◆ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ◆ Principles and techniques of contract administration.
- ◆ Pertinent Federal, State, and local policies, codes, laws, and regulations affecting park maintenance and construction.
- ◆ Principles of park and landscape maintenance and design.
- ◆ Terminology, methods, practices, materials, and techniques related to park construction and park maintenance.
- ◆ Safe work practices.
- ◆ Modern office methods, procedures, and computer equipment.

### **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.
- ◆ Read and interpret complex park plans, landscape plans, construction plans, specifications, and building codes.
- ◆ 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:*

Three years of responsible park and/or landscape maintenance contract administration and construction experience.

Equivalent to a Bachelor's degree from an accredited college or university courses in public works administration, contract management, construction technology, or a closely related field.

### **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 generally performed equally in office and field settings. Some 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, or 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.