



CITY OF LAGUNA NIGUEL

30111 Crown Valley Parkway, Laguna Niguel, CA 92677 / (949) 362-4300

Career Opportunity: Landscape Maintenance Inspector, Full Time, Public Works Department

Filing Deadline: Apply Immediately, Open until Filled. First Review: March 22, 2019

Full-Time Position: Salary \$5,288 - \$6,609 per month plus excellent benefits

Laguna Niguel (Population 63,000) is a premiere master-planned community located in south Orange County, just minutes away from California's beautiful beaches and pristine coastline.

Primary Function:

The City is seeking a Landscape Maintenance Inspector to, under general supervision, monitor and inspect parks, sports parks, joint use facilities, slopes, medians, greenbelts, wetlands, other landscape areas, and other field maintenance and construction projects. The City is seeking an individual with the ability to interpret and administer maintenance contracts and landscape construction contracts, assure compliance with landscape maintenance and construction contracts, confer with outside contractors, outside agencies and the general public, as well as perform other related duties as assigned. Landscape Maintenance Inspector receives general supervision from the Parks and Landscape Maintenance Superintendent.

Examples of Duties:

- Conducts field inspections of landscaped areas, evaluates field problems and authorizes changes or repairs as required.
- Coordinates, evaluates and interprets the specifications, codes, policies and procedures controlling landscape maintenance contracts and the work of other outside contractors, and advises Parks and Landscape Maintenance Superintendent.
- Confers with contractors, outside agencies and the general public; interprets and explains City policies, requirements and restrictions.
- Reconciles and mediates differences of interpretation between City contract requirements and services rendered by contractor.
- Prepares letters, memoranda, punch lists, emails and other written correspondence relative to landscape maintenance contracts.
- Directs weekly meetings with contractors to discuss schedules, budgets, problems and progress of contracted services.
- Plans, directs and conducts pre-bid and pre-construction meetings with contractors.
- Prepares and maintains records and reports related to landscape maintenance activities. Greet public and respond to inquiries.
- Directs and sets priorities for on-going landscape maintenance.
- Investigates, responds to and resolves citizen complaints and inquiries regarding the maintenance of landscaped areas.
- Participates in budget preparations; prepares cost estimates; submits justifications for budget items; monitors and tracks program expenditures.
- Performs related duties and responsibilities as assigned.

Minimum 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, law and regulations affecting landscape maintenance and construction.
- Principles and practices of horticulture, landscaping, arboriculture, urban forestry, soil management, irrigation 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 procedures, methods and use of 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.

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

Licenses:

- Possession of, or ability to obtain, 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.

How to Apply:

Required City application form and supplemental questionnaire can be found on the City's website at www.cityoflagunaniguel.org. Application and supplemental questionnaire must be filled out completely and must show that the minimum qualifications are met. Resumes will not, nor will references to a resume, be accepted in lieu of a completed City application. Completed City application and supplemental questionnaire should be submitted to Hresources@cityoflagunaniguel.org, online or in person to Human Resources at the address above. Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

Equal Opportunity Employer:

The City of Laguna Niguel recruits and hires without regard to race, color, religious creed, physical or medical condition or handicap, sex, age, marital status, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

Special Notice:

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an expressed or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a drug-free workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.

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