

CITY OF BURBANK

LANDSCAPE SERVICES SUPERVISOR

DEFINITION

Under direction, to supervise, lead, and assist employees or crews engaged in landscape maintenance/construction activities in parks and other municipal properties; and perform related work as required.

ESSENTIAL FUNCTIONS

Supervises, leads and assists in the work of employees or crews engaged in a variety of landscape maintenance/construction tasks including the application of pesticides and fertilizers, and the pruning, transplanting, and installation of ornamental plant materials; gives assignments and monitors work in progress; prepares employee evaluations; maintains the landscaped areas in parks and various other municipal properties; inspects play equipment to assure safe operation; works from plans; maintains time and other records, and prepares written reports; conducts safety meetings and enforces safety regulations; checks equipment, buildings, tools, and maintenance of assigned areas; operates specialized and heavy equipment, as required; attends meetings as directed; assists with contract administration; responds to inquiries and complaints from the general public; may act on behalf of the Division Manager; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary action as needed, up to and including termination; may be required to perform additional functions including, but not limited to, basic tree maintenance and removal; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – landscape management and construction; a wide variety of tools and power equipment used in grounds maintenance and landscape construction; ornamental plant materials including their uses, planting, and care; the types and uses of fertilizers and pesticides; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951); principles and practices of sound personnel management and supervision.
- Skill in - using standard and specialized landscape maintenance equipment; utilizing computers and a variety of computer software.
- Ability to - lead and train assigned personnel; plan, schedule, and assign work; supervise and instruct employees in the proper and safe operation of tools and equipment; maintain records and prepare written reports; read blueprints; follow and give written and oral directions; work holidays, weekends, after hours, and outdoors in a variety of weather conditions while exposed to the elements; communicate effectively, both orally and in writing; practice sound personnel management and supervision; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent and four years of experience in landscape construction/maintenance, gardening, nursery, or similar work of a skilled nature, including two years in a supervisory capacity.

Special Conditions & Requirements: Employees in this classification, who are required by applicable laws and regulations to have respiratory protection, shall comply with the American National Standards Institute's requirements on Practices for Respiratory Protection; possess and maintain physical condition required to perform essential functions of the classification which include the physical ability to: lift, pull, lower, and carry considerable amounts of weight (for weight in excess of 50 pounds, tools or other appropriate assistance are recommended to perform the function); bend in all directions; climb ladders; stoop; kneel; reach; twist; squeeze with arms and hands; stand for extended periods of time.

License & Certificates: A valid California Class "A" driver's license or equivalent and a California Department of Pesticide Regulation Qualified Applicator Certificate and/or California Department of Pesticide Regulation Qualified Applicator License are required at time of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Certification as a Playground Safety Inspector by the National Recreation and Parks Association and a minimum of two years of completed coursework at an accredited college or university.