

## **LANDSCAPE MAINTENANCE SUPERINTENDENT**

### **DEFINITION**

Under direction, coordinates, assigns and directs the work of personnel in the Landscape Maintenance Division.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Public Works Manager. Exercises supervision over field supervisor's, construction and maintenance personnel.

### **DISTINGUISHING CHARACTERISTICS**

Landscape Maintenance Superintendent; oversees the on-going maintenance and beautification of parks, special district landscapes, median islands and other City of Fresno maintained landscapes. The Landscape Maintenance Superintendent is the highest supervisory class in the Parks Supervisor series and is responsible for directing field activities, contract administration, and safety programs of the Landscape Maintenance Division. This class is distinguished from the Parks Supervisor I/II in that incumbents of the latter are field supervisors responsible for supervising various sections of the Division. It is distinguished from the Public Works Manager in that the incumbent of the latter has overall responsibility for directing the activities and programs of a Division.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to the following:*

Supervises and coordinates the work of a division in construction, maintenance, urban forestry, contract administration, irrigation, and chemical applications.

Assigns, supervises, monitors, inspects and evaluates the work of subordinate employees in the maintenance of special district landscapes, parks, median islands, irrigation, chemical application and urban forestry.

Assist in the development and implementation of divisional safety and training programs.

Plan, develop and execute on-going maintenance and projects to improve and beautify City maintained landscapes.

Receive, investigate and process complaints from the public.

Directs the division in the absence of the Public Works Manager.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

The techniques, materials, tools and equipment used in the care, construction and maintenance of parks, urban forest and street landscapes.

The occupational hazard and safety precautions including pertinent California Department of Occupational Safety and Health requirements in parks and street right-of-way (traffic control).

Principles and practices of contract administration.

Principles of supervision, training and performance evaluation.

Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Pertinent federal, state and local laws, codes and regulations.

#### **Ability to:**

Plan, layout, coordinate, inspect and schedule the work of Landscape Maintenance employees.

Read and interpret plans and specifications to provide correction/comments on new landscape designs, plantings and irrigation systems.

Establish and maintain effective working relationships with fellow employees, officials and the general public.

Exercise initiative and mature judgment in a variety of complex situations.

Oversee, direct and coordinate the work of lower level staff.

Prepare and administer program budgets.

Train, develop and instruct employees in operational methods.

Prepare clear, concise and comprehensive reports, records, correspondence and other written materials.

