

**COMMUNITY SERVICES DEPARTMENT
PARKS AND LANDSCAPE SECTION
OPERATIONS SERVICES SUPERVISOR**

GENERAL DUTIES: Under general supervision of the Operations Services Manager, supervises the Landscape Section in the performance of maintenance related to parks, park buildings, landscaping around public buildings and public rights-of-way. The City of Gilroy supports cross-training in other field operation areas, therefore, may perform work in support of the Water Section and/or Streets/Sewer/Trees Section as assigned.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plan, supervise, and as necessary, participate in the work of personnel assigned to maintain landscaped and open areas in parks and around public buildings and rights-of-way.
2. Apply City and departmental policies, procedure rules and regulations pertaining to the work and to the work group; prepare work appraisals and discuss performance evaluations; initiate official disciplinary actions as necessary; identify and/or resolve subordinate issues.
3. Conduct employee training.
4. Prepare and administer the Landscape Maintenance Section budget.

5. Coordinate projects related to park development and maintenance; assist in contract supervision; and review plans and specifications as needed.
6. Prepare reports and documents; keep records and maintain files.
7. Stay abreast of new developments and laws pertaining to parks and landscaped areas by attending seminars, workshops and continuing education classes.
8. As assigned, represent the Section, the Department and the City at various functions.
9. Anticipate future needs of the Landscape Maintenance Section and formulate plans accordingly, including necessary equipment and supply purchases.
10. Take proper action when laws, regulations, and policies pertaining to the public use of parks and other municipal facilities are not being followed.
11. May perform work, and/or cross-train in support of the Water Section and/or Streets/Sewer/Trees Section as assigned.
12. Perform other related work as assigned.
13. May perform disaster relief work as necessary.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Must exhibit a high degree of interpersonal skills.
2. Sufficient skill to operate a personal computer.
3. Sufficient skill to operate a variety of equipment associated with landscape maintenance activity.

KNOWLEDGE: Knowledge of:

1. Proper horticultural practices related to parks, municipal facilities, rights-of-way, and open areas, including, but not limited to:
 - a. Cultivation, pruning, fertilization, irrigation, and proper cultural practices for lawns, flowers, trees, shrubs, and plants.
 - b. Basic identification and cultural needs of individual ornamental and native plants.
 - c. Identification of plant diseases and appropriate treatments.
 - d. Identification of weeds and knowledge of chemical and cultural methods of control.
2. Safe work practices, and applicable laws and regulations including rules, regulations, laws, and practices required by CAL OSHA and CAL EPA in the safe performance of work.

3. Operation and maintenance of equipment utilized in the Landscape Maintenance Section.
4. Principles of supervision and training.
5. Customer service techniques.
6. Report and letter writing.
7. Basic arithmetic, correct English usage, grammar, spelling and punctuation.

ABILITIES: Ability to:

1. Effectively plan, organize, direct and review the work of employees.
2. Prepare budget requests, construction and maintenance cost schedules and specifications for equipment and vehicles used by the Section.
3. Read and interpret schematic and blueprint plans and maps including planting diagrams, irrigation and drainage systems, and other related design items.
4. Communicate effectively, both verbally and in writing.
5. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public.
6. As required, perform medium to heavy physical labor including lifting and carrying heavy objects.
7. Work out of doors for extended periods often under possible unfavorable weather conditions.
8. Operate a personal computer using word processing and spreadsheet software.
9. Acquire a thorough knowledge of all aspects of the City's Parks and Landscape system.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following may be used:

1. Telephone
2. Computer, keyboard and monitor
3. Copier
4. Calculator
5. Facsimile machine
6. Camera
7. Handcart or dolly
8. Two-way radio
9. Safety goggles, gloves, hard-hat, shoes, ear plugs, first-aid kit and safety vest
10. Aerosol cans, solvents, paint, thinners, pesticides, fertilizers, herbicides, primers and P.V.C. glue

11. Hand tools, rakes, shovels, drills, sanders, pruners, pole-saw, hedge trimmer, trimmers (string or blade) and backpack blower
12. Ladders
13. Soil compactor
14. Water pump
15. Auger
16. Power tools, drill, saw, chainsaw, saber saw, circular saw, etc.
17. Traffic control barricades, cones, signs and light bars
18. Automobile, truck or van
19. Heavy equipment, loader, dump truck, chipper, turf tractor, trailers, sweeper, forklift, scraper, water truck, etc.
20. Turf maintenance equipment, rototiller, mowers (push or riding), edger, turf vacuum, turf trucks, sprayers (3, 30, 100 gallon), seed and fertilizer spreader (hand and tractor-mounted), aerator (walk-behind/tractor-mounted), verti-cutter and tractor-mounted brush mower.
21. Irrigation controller

PHYSICAL DEMANDS:

Under typical office and field conditions, an employee will perform the following physical activities, which include using many hand tools and operating heavy equipment on a daily basis:

1. Sitting, when using vehicles and heavy equipment for transportation and work, etc.
2. Standing, during traffic control, painting, pruning, etc.
3. Walking, during traffic control, painting, backpack blowing, spraying, fertilizing, litter removal, irrigation inspection, mowing, lining ball fields, etc.
4. Stooping, while weeding, repairing irrigation, removing debris, etc.
5. Kneeling, when painting, pruning, repairing irrigation, repairing turf, and hooking-up trailers or equipment.
6. Bending, when painting, viewing storm drains, shoveling, raking, pruning, lining ball fields, repairing irrigation equipment, etc.
7. Climbing, when working in and on heavy equipment or out in the field.
8. Twisting, moving barricades/cones, shoveling, raking, spraying, operating equipment, etc.
9. Pushing/pulling, when raking, lining ball fields, mowing, fertilizing, etc.
10. Lifting, fertilizer bags, seed bags, garbage bags, field lining chalk, small equipment, etc.
11. Carrying, hand tools, rakes, shovels, cones, radios and other field equipment, etc.
12. Dragging, while moving hoses, garbage bags, irrigation pipes, sand bags, tree branches, etc.
13. Driving, while servicing City facilities, attending meetings, purchasing supplies, etc.
14. Speed, in meeting deadlines and using office equipment.

Under typical office conditions, employee performs these same physical activities but to a lesser degree, when handling files, books, binders, and boxes of work-related materials.

SENSORY DEMANDS:

Employees spend a majority of their time working outdoors. For safety reasons, employees are required to utilize all of these senses when working with light and heavy equipment and tools. Under typical office conditions, employees utilize these same senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, adding machine, etc.:

1. Seeing, vision is necessary when driving vehicles or operating heavy equipment. Also, vision helps maintain landscape and turf appearance.
2. Hearing, employee must be able to listen for traffic, heavy equipment, and communication from others while working in the field.
3. Speaking, employee must be able to communicate with co-workers, customers and the public, especially when working in the field.
4. Touching/feeling, employee must be able to differentiate between sharp, hot, or cold objects, in order to prevent injury or an unsafe condition.
5. Smelling, employee must be able to differentiate between chemicals and gases.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**Office Conditions:**

1. Indoors: Typical office conditions, approximately 50% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, concrete, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by wall heater, central heating and air conditioning units.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions, approximately 40% of the time.
2. Travel: Under varying conditions via automobile, 10-20% of the time.
3. Flooring: Asphalt, dirt, mud, concrete, turf, wood, carpet, tile, linoleum, uneven surfaces, etc.
4. Noise Level: Varying low to high levels due to trucks, chainsaws, mowers, edgers, trimmers (string or blade), backpack blowers, radios, and in general, heavy to light street traffic.
5. Lighting: Conducive to day or night setting.
6. Ventilation: Heating and air conditioning provided by a vehicle/truck. Normal to high, for exposure to extreme hot, cold or rainy conditions depending on the time of the year.
7. Dust or Fumes: Normal to high levels, from backpack blowers, trimmers (string or blade), loading garbage bins, vehicle exhaust, gasoline, pollen, dust, etc.

HAZARDS:

When working in the field, mechanical, electrical or chemical exposure is low to high, depending on the specific work being performed. Employees working with heavy equipment must be aware of their surroundings to avoid injury to others or damage to unexposed electrical, irrigation and water lines. Employees may assist controlled burns and extreme caution must be taken to avoid burns and smoke inhalation. Also, when cleaning restrooms, removing litter, or performing other duties, employees must use precautions when working with biological waste products and bodily fluids. Poison oak and a variety of insect bites or stings are also common hazards and employees should be aware of allergic reactions in order to protect against injury.

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, or radio.

ATMOSPHERIC CONDITIONS:

Minimal to high exposure to vapors occurs due to solvents, paints, gasoline, vehicle exhaust, chemicals, fertilizer and other materials.

Some exposure to vapors occurs in the Parks and Landscape office due to the close proximity of the parking lot area. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from High School OR G.E.D.
2. Six (6) years of work experience working in landscape maintenance, including two (2) years of supervisory experience at a leadworker level or higher.
3. Possess a valid State of California Qualified Pesticide Applicator Certificate, including category B, at time of appointment.
4. Subject to weekend work, work on holidays, variable shifts, and recall on a scheduled and/or emergency basis.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s). Obtain and maintain a valid Class A California Driver License within one year from the date of hire. May be required to obtain endorsements. Must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing.
6. Pass a post-offer medical examination, which includes a drug test.
7. Pass a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.