



RIGHT OF WAY & LANDSCAPE SUPERINTENDENT

Summary:

Under direction of the Director of Public Works, is responsible for evaluation and maintenance of the City's Right of Way and beautification projects along with supervising crews.

DUTIES AND RESPONSIBILITIES

A. Administration (40%)

- Formulates a work plan to accomplish assigned tasks efficiently and safely based on available personnel and equipment.
- Assigns tasks to crews and workers and obtains equipment, tools and materials required for the project.
- Inspects landscaped municipal areas, evaluates soil and site conditions; determines the need and use of proper fertilizer type and application rate; supervises, documents, and participates in the application of fertilizer, herbicides, and pesticides.
- Designs, installs, and repairs irrigation systems; order the appropriate materials and equipment needed to perform.
- Removes trees/shrubs and trims tree limbs and removes associated debris.

- Sands and cleans hazardous material spills.
- Completes and maintains required records and reports.
- Requisitions materials, supplies, and equipment.
- Directs and participates in landscape improvement projects and the maintenance of landscaped municipal areas; interprets drawings, sketches, and blueprints for major landscaping projects.
- Orders, purchases and selects lants, supplies and other materials needed for landscape projects and maintenance.
- Prepares and/or receives forms, reports, work orders, or documentation; completes, processes and/or forwards; maintain records.

B. Supervision (40%)

- Supervises grounds keeping tasks, specifically: planting, cutting and maintaining grass, trees and flowers
- Supervises litter removal from Right of Way.
- Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

C. General (20%)

- Inspects work sites and ensures use of safety equipment.
- Observes condition of workers' health and welfare.
- Ensures traffic warning signs are properly placed and flag persons are in place with proper safety attire.

- Inspects all equipment to ensure safe and proper operating condition prior to use; inventories equipment, materials, and supplies; ensures tools and equipment are clean and in good working order.
- Inspects all individuals work and assigned projects upon completion to ensure standard are met and reports results of all work to the Director.

D. Performs other reasonably related duties in a safe manner as assigned by the Director.

JOB SPECIFICATIONS

Qualifications:

- Must have education level equivalent to a high school diploma.
- Must possess at least a valid Class B Commercial Driver's License and have an acceptable driving record.
- Preferred three (3) years' experience in supervision.

Knowledge, Skills, and Abilities:

- Experience in arboriculture, landscaping, herbicides, pesticides, fertilizers, pest control and diagnosing and treating plant diseases.
- Ability to operate various types of equipment normally used in Right of Way work, landscaping, and mowing, including chainsaws, mowers, etc.
- Ability to read.
- Must possess working knowledge of Microsoft Office.
- Ability to perform basic mathematic calculations.
- Ability to comprehend and execute oral and written instructions.

- Ability to keep time and material records and prepare reports.
- Ability to maintain an effective working relationship with other employees.
- Must maintain regular attendance on the job.
- Ability to carry out supervisory responsibilities in accordance with the City's and Public Works policies and procedures.
- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.
- Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Physical Characteristics:

- Must have ability to move freely about the work site.
- See well enough to text material, tables, blueprints and troubleshooting guides.
- Hear well enough to comprehend oral instructions in person and over the telephone/radio.

- Have the ability to operate and manipulate all public works equipment.
- Have ability to lift up to 100 pounds.
- Have bodily mobility to move in and about confined spaces, rough terrain and enter and exit a vehicle.
- Ability to perform duties in adverse weather conditions.

*The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.