



## **Title:** Landscape Coordinator

**FLSA STATUS:** Exempt from overtime under FLSA..

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Parks Manager.

This classification does not supervise on a regular basis but may be asked to coordinate volunteer groups, plan and coordinate work and manage quality control outcomes.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

### **JOB SUMMARY**

The purpose of this position is to oversee landscape maintenance contracts for the Community Services Department; acts as the City Arborist/Forester; administer the urban forestry program and Tree City USA status, irrigation and water conservation project; and improve right of way aesthetics. Writes and revises contracts, inspects and approves work, authorizes payment; prepares and presents reports; analyzes information; completes quality improvements; attends training; designs landscaping installations; compares services with other agencies; works with departments; manages safety practices; completes inspections and repairs.



**ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Administers contract. Reviews current and proposed agreements; provides direction and scheduling; conducts inspections. Creates contract specifications; negotiates costs and scope of work; approves expenditure of funds.
2	Maintains areas of responsibility to be clean, safe, and aesthetically pleasing. Responds to concerns and complaints; develops scope of work; authorizes and schedules work.
3	Oversees the urban forestry program as the City's Arborist. Inspects, diagnoses, and dictates resolutions for tree-related issues; provides arboricultural / horticultural recommendations to the public and other departments.
4	Acts as project manager and / or inspector for landscape installations, repairs, and renovations. Evaluates bids; selects plants and design layout; approves expenditure of funds.
5	Interacts with the public during programs, Arbor Day event, and landscaping classes.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
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.				
Office	Outdoors	X	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	X	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computer, laptop, copier, fax machine and related software, telephone, vehicle, irrigation controllers, saws, pruners, loppers, shovel, pick, rake, chain saw, stake pounder.

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing, footwear, eyewear, ear plugs, hard hat, safety vest, and safety gloves.