

## LANDSCAPE COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Landscape Coordinator performs a variety of activities associated with park and retention basin landscape service and maintenance contracts including preparation, authorization, monitoring, and compliance work within assigned park zones, as well as ensuring materials and supplies (fertilizers, sprinkler parts, grass seed or plants) are issued to the contractors to complete required work. Contracted services typically include landscape maintenance, sprinkler pump maintenance, vector control, aquatic weed control, lighting and electrical repairs, and parking lot sweeping contracts, but can also involve specialized services for tree removal, pruning, or planting, sprinkler system renovation, Motorola sprinkler and lighting control repairs, turf to granite conversions, or pest control. Work also involves responding to citizen concerns and complaints relating to park and retention basin landscape maintenance, and coordinating special projects involving interaction with the community (Boy Scouts, Girl Scouts, church groups, service groups) such as: coordinating Arbor Day and Earth Day activities, park clean up, and tree planting projects, etc. This class performs related duties as required.

**Distinguishing Features:** A Landscape Coordinator acts as the City's liaison with private contractors to ensure compliance with terms and conditions of the contracts. Work requires initiative and the ability to work independently, as well as the ability to deal tactfully with the service contractors while ensuring compliance with the provisions of the service contracts. This class is distinguished from the Contract Specialist class by a broader knowledge of the landscape maintenance field and required certifications. Incumbents report to a Parks Maintenance Supervisor, who evaluates work through reports, conferences, and results achieved. The Landscape Coordinator may be subject to yearly rotational stand-by duty and 24-hour call-out. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Parks Management, Horticulture Management, Landscape Horticulture, or a related field. Considerable (3 – 5 years) experience in public or private sector contract administration involving landscape and/or parks maintenance.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by date of hire. Must possess an Arizona Restricted Use Pesticide Certification (Structural Pest Control Commission) in Industrial and Institutional (1), Ornamental and Turf (3), Right of Way (4), by the Arizona Department of Agriculture within six months of hire date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience with sprinkler system and pump station function and maintenance techniques is preferred. Possession of a Certification as a Backflow Prevention Tester (American Water Works Association and Arizona State Environmental Technology Training Center), Public Health certification (vector control) by the Arizona Department of Agriculture, and Certification as an Arborist (International Society of Arboriculture) within six months of hire is preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the public, City employees, vendors, contractors, and civic groups to respond to requests for information, complaints, and emergencies regarding park maintenance, and to promote appropriate park use. Instructs or trains contractors, civic groups, or volunteers regarding landscape, xeriscape, sprinkler maintenance, contract compliance, and safety. Prepares written documents such as contract specifications, incident and accident reports, letters, memos, and grant proposals to communicate contract changes, safety information, and other related information. Prepares budget reports, justification for purchases, and specifications for special projects. Meets with contractors or provides written notification to contractors of inconsistencies between actual work and contract specifications. Records satisfactory work and progress of contractors. Completes monthly activity reports.

**Manual/Physical:** Reviews work to ensure compliance with contract specifications, state regulations (Department of Water Resources, Structural Pest Control Commission), federal regulations, and recommendations of the National Arborists Society. Inspects, monitors, and evaluates work-related conditions to determine compliance with prescribed operating and safety standards (example: Occupational Safety and Health Administration [OSHA], Federal Insecticide, Fungicide, and Rodenticide Act, National Arborist Society). Detects hazardous materials such as pesticides, fumigants, and vapors. Distinguishes colors to wire sprinkler clocks and pumps, and evaluates turf and plant conditions. Detects backup warning devices when working around moving equipment at construction sites. May operate a motor vehicle (pickup truck), requiring a standard Arizona Driver's License to monitor park and retention basins. Operates a tractor, trencher, and dump truck to assist with landscape maintenance. Uses common hand tools, cross connection testing equipment, sprayers, trimmers, tree trimming tools, and locating equipment to perform landscape maintenance and inspections. Prepares and updates maintenance and irrigation schedules to coordinate the work of contractors. Performs physical inventories of trees, sprinkler system components, park facilities, picnic equipment, tables, and benches. Moves bags of fertilizers, grass seed, and irrigation parts (weighing up to 95 lbs.) using a forklift or two-wheeler to facilitate landscape maintenance activity. Digs up ground using a pick, shovel, or spade to uncover problems. Take soil samples, evaluates soil moisture, and plants trees or shrubs. Works with pesticides using specialized protective equipment to control landscape pests. Sets up and removes barricades and traffic cones to protect job sites or hazardous areas in parks from users. Works in a variety of weather conditions while performing landscape monitoring and maintenance tasks. Works in small, cramped areas while performing inspections of pump stations and irrigation system excavations. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and directs the activities of parks and retention basin landscape maintenance, special landscape improvement projects, and special events. Prioritizes and assigns work to contractors performing landscape maintenance at parks and retention basins. Resolves procedural and operational problems and citizen complaints. Develops contract specifications, short- and long-term objectives, budget requests, and special projects. Conducts research and analyzes data from soil testing, plant diseases, and sprinkler system functions to maintain landscape. Performs cost analysis, budget

preparation, landscape installations, and fertilizer and chemical applications for assigned parks zones. Prepares recommendations and provides cost projections of landscape related capital, commodities, and utilities. Comprehends and makes inferences from landscape maintenance specifications, operation manuals, and chemical labels to properly maintain landscape in assigned parks zones. Understands and interprets blueprints, schematic drawings, and layouts to maintain, construct, and improve park facilities and sprinkler systems. Estimates labor and material costs from blueprints. Learns job-related material through on-the-job training regarding landscape design and sprinkler and contract review. Learns job-related material in a classroom setting regarding back flow testing, arboriculture, cross-connection control, plant pathology, and pesticides. Supervises the control of vectors such as mosquitoes, flies, and other disease carrying creatures.

**Knowledge and Abilities:**

Knowledge of:

automatic sprinkler systems, including the Motorola sprinkler and lighting control system, pesticide applications, and landscape maintenance procedures;  
methods, standards, safety practices, chemicals, tools, and equipment used in the care and maintenance of parks grounds and facilities;  
plant species and the fertilizers and chemicals used to promote growth and control pests and diseases;  
electrical systems, lighting systems and basic electrical repairs;  
principles of contract preparation and administration; and  
safety hazards common to park facilities.

Ability to:

communicate effectively, both orally and in writing;  
analyze usage of parks resources such as water and electricity and make recommendations where conditions warrant review;  
assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time;  
gain cooperation and acceptable work performance from employees of contracted services;  
oversee the distribution of material provided by the City, document amount and type of material used, location, and whether material was used where reported;  
evaluate the need, benefit, and cost of material the contractor has requested to purchase;  
review contractor construction plans prior to construction, attend pre-job conference and site meetings to represent the division's interests, answer questions, and monitor contractor's work performance at park sites;  
work with computer programs to troubleshoot irrigation systems and write reports;  
coordinate blue staking for lighting, sprinkler, and irrigation lines; and  
assist in planning parks resource utilization.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

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