



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Landscape/Forestry Maintenance Coordinator	BAND/LEVEL:	OPS IV
DEPARTMENT:	Parks and Recreation	JOB NO:	3952
DIVISION:	Parks and Forestry	DATE:	11/13/2019
REPORTS TO:	Forester	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	512
REPLACES:	New Position	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT: Oversees a wide variety of skilled and semiskilled tasks related to landscaping and landscape maintenance, tree planting, tree trimming and removal. Assist the City Forester in managing contractors who are performing: landscape maintenance, landscape installation, tree trimming and removal, tree planting, and stump grinding. Assist Public Works in administering the street tree-trimming portion of the street maintenance contract, Solicit bids and assure specification adherence for contracted landscape installation / maintenance projects. Keeps abreast of current methods, techniques, and procedures covering landscape and tree maintenance. Actively support and uphold the City's mission, vision and values. Assists in emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Solicit bids and assure specification adherence for contracted landscape installation / maintenance Projects. Prepares and reviews bid documents, requests for proposals and contracts; and assists in the bid process for services and materials.
2. Reviews, inspects and documents all contractor work involved in City landscape maintenance and services, which includes street landscaping, easements, medians, right-of-ways, retention basins, public areas, and other City owned property to assure the work quality, adherence to contract specifications, and the timely completion of projects.
3. Meets with contractors to develop scope of work, resolve problems in the field and answer questions on landscape maintenance. Coordinates work schedules with contractors, other Departments, Divisions, and the public. Schedules, Inspects, tracks and evaluates contractor performance and progress according to industry standards.
4. Performs various administrative tasks; tracks expenditures; reviews invoices, work orders and contractor billings.
5. Inspect contractors' work environment and the use of safety equipment to ensure safety and the use of best work practices.
6. Performs final inspections on new or revised landscape areas and prepares punch list of deficient items for contractor.
7. Participates in disease and pest identification and treatment of trees and ornamental plants. Inspects park and facility areas for early insect and disease detection. Selects and recommends the correct treatment and application method.



8. Review facility and median landscaping and recommend replacements and upgrades as needed. Procure pricing for replacement and implement replacement plan.
9. Assist the Forester in administering the EAB tree inspection, removal and replacement program, along with conducting the preventative treatment of park and median ash trees.
10. Monitor tree protection measures during park construction projects.
11. Assist City Forester in updating street tree inventory for tree removal & planting using ArcGIS software.
12. Assist City Forester on field supervision and work scheduling for Forestry crews using our work management program. Creates work orders, tracks time, equipment and supplies utilizing productivity software.
13. Monitors landscape maintenance, Tree removal and related services contracts; recommends appropriate payment, or non-payment at the completion of the work.
14. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
15. Participates in snow & ice control operations as required. Assists in the development of snow and ice control procedures, personnel training and plan documentation.
16. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
17. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education with courses or training in park/landscape maintenance, arboriculture, urban forestry and/or horticulture or additional equivalent experience.
- Requires a valid Class A or B commercial driver's license with air brake endorsement.
- Employees hired or promoted on or after January 1, 2012, require a valid Class A commercial driver's license with air brake and tanker endorsements, or ability to obtain within 6 months from employment.
- Must maintain an insurable driving record. Must be certified through the ISA and/or Kansas Arborists Association or obtain certification within 6 months from the date of hire.
- Requires a Commercial Pesticide applicator license categories 3A and 3B, or must obtain within 6 months from employment.

EXPERIENCE:

- Three to five years of landscape/forestry maintenance, duties to include arboriculture, urban forestry, horticulture, landscaping or an equivalent level of experience.

SKILLS:

- Good oral and written communication skills used in report writing, addressing citizen complaints and working with contractors.
- Manual dexterity.
- Computer skills.
- Plant/tree Identification.
- Supervisory skills.
- Basic math skills.
- Basic landscape design skills.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Diplomacy and judgment.
- Ability to train and guide others.
- Ability to recognize and protect confidential information.
- Ability to prioritize multiple tasks.
- Ability to read and comprehend federal, state, and local policies and regulations.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Ability to work in a hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand PC software applications.
- Alpha and numeric recognition.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to identify and distinguish colors.
- Ability to distinguish smells.
- Ability to operate City vehicles.
- Ability to operate power and/or hand tools.
- Hand and eye coordination adequate to input computer and typewriter.
- Exposure to extreme temperatures.
- Exposure to heights.
- Exposure to vibrations.
- Exposure to high voltage.
- Exposure to loud noises.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Senior Park Attendant.
- Park Attendant I.
- Park Attendant II.
- Laborer.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.