

MAJOR FUNCTION

This is responsible, technical and supervisory work in directing the landscaping and beautification of the City's athletic fields and related properties. Work is performed under the general supervision of the Superintendent-Parks. Work is reviewed through conferences, reports, observations and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, organizes, assigns, coordinates and supervises employees in landscaping and maintenance work. Supervises the turf maintenance, construction and renovation of sports fields. Plans, coordinates and assists in the design of irrigation systems. Supervises the installation and maintenance of irrigation systems. Plans, organizes, and directs training for employees in all phases of turf management practices and equipment use and operation. Coordinates with other departments, City officials, contractors, and civic groups regarding maintenance activities, various projects and special events. Prepares and manages section budget and assists in preparing and implementing Capital Projects. Prepares specifications for landscaping and irrigation project supplies, equipment and material. Requisitions supplies and equipment. Recommends hiring, transfer, promotion grievance resolution, discipline and discharges. Conducts performance evaluations and makes recommendations for approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Plans, designs, and supervises special projects. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the principles and practices of erosion control, landscaping, and soil and turf maintenance as they relate to the area's climate and other factors. Considerable knowledge of the care and maintenance of turf. Considerable knowledge of the care, maintenance and selection of appropriate equipment to carry out the maintenance function. Ability to plan and organize the work and delegate authority and responsibilities to subordinate employees. Ability to communicate clearly and concisely orally and in writing. Ability to keep records and prepare reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to supervise subordinates in a manner conducive to high performance and good morale.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and six years of experience that includes turf and ground maintenance activities, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at time of appointment.

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