

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

CLASSIFICATION DESCRIPTION

Classification Title:	<u>LANDSCAPE MAINTENANCE COORDINATOR</u>		
Bargaining Unit:	<u>03- Supervisors Association</u>		
Class Code: <u>705</u>	Grade: <u>44</u>	EEOC Category: <u>5</u>	Overtime Exempt: <u>N</u>
Typical Career Progression:	<u>Landscape Maint. Coord. , Sr. Gardener / Gardener</u>		
	<u>/</u>		
	<u>/</u>		
Group:	<u>Water System Operations</u>	<u>/</u>	<u>/</u>
	<u>/</u>	<u>/</u>	<u>/</u>
Reports to:	<u>Assistant Operations and Maintenance Manager /</u>		
	<u>/</u>		
	<u>/</u>		

JOB SUMMARY

Supervise landscaping and maintenance of Metropolitan grounds; monitor services performed by contract labor and pest control providers to ensure building exterior and grounds are maintained in accordance with Metropolitan's standards for quality, efficiency, environmental sensitivity, safety, and water conservation.

ESSENTIAL FUNCTIONS –*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Supervise all activities related to landscaping and maintenance of Metropolitan grounds to ensure that they are appropriately maintained. Monitor regular activities such as tree trimming, maintenance of exterior stairs and walkways, weed abatement, rodent and pest control, and irrigation system maintenance to ensure they are conducted in accordance with Metropolitan and applicable external guidelines and standards.
2. Supervise the operation of powered landscape maintenance equipment (such as edgers, lawn mowers, sprayers, hedge and string trimmers, chainsaws, forklifts, and brush chippers) to ensure compliance with applicable Metropolitan standards.
1. Supervise the water conservation and irrigation program as it relates to area of responsibility in order to comply with local xeriscape regulations and requirements. Monitor and maintain program schedules and irrigation layout, installation, repair and maintenance, sprinklers, drip irrigation, control valves, automatic controllers, and moisture sensor devices.
2. Supervise staff, including selecting employees, assigning work, providing training and development, evaluating performance, and building a motivated, effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee involvement are met.

**Metropolitan Water District of Southern California
Landscape Maintenance Coordinator**

3. Develop and implement an integrated pest management program using cultural, biological, mechanical, physical, or chemical methods of pest management, applied individually or used in combination to control pests. Ensure compliance with pesticide regulations for environmental and human safety, including supervision of mixing and loading pesticides and application of fertilizers.
4. Maintain automated logs and reports, including schedules of time, labor, materials, project costs, materials requisitions, tools, and equipment in order to promote efficient use of resources.
5. Provide information to employees, as necessary, on materials and pesticides used around buildings and grounds to ensure the safety of Metropolitan employees and the general public.
6. Perform other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

A combination of education and progressively responsible experience in landscape maintenance including experience in interpreting and meeting xeriscape regulations, mixing and applying pesticides, herbicides, and fertilizers totaling 4 years, 1 year of which must have been at the lead level.

LICENSES/CERTIFICATION REQUIRED

- Qualified Applicator's Certificate or License
- Pest Control Advisor's License
- Valid driver's license from state of residency equivalent to California Class C

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of (B/basic; J/journey; E/expert):

- Management/supervisory concepts and techniques (B)
- Environmental regulations related to area of responsibility (J)
- Commercial landscaping (J)
- Irrigation systems design and maintenance (E)
- Integrated pest management (E)
- Arboricultural practices (J)
- Water conservation and xeriscape (J)
- Plant disease identification and management (B)

Metropolitan Water District of Southern California Landscape Maintenance Coordinator

Skill and ability to:

- Supervise a small work group of up to 20 employees and contract workers
- Use and supervise the use of specialized equipment, including edgers, hedge trimmers, lawn-mowers, riding mowers, chainsaws, forklifts, and pesticide application equipment
- Conduct problem-solving related to weed, pest, disease control, and other landscaping issues
- Climb, crawl, squat, kneel, reach and/or twist body in cramped quarters
- Lift, push, pull, and/or carry objects heavier than 50 pounds in weight
- Read and interpret diagrams
- Perform work activities in an outdoor environment
- Travel to various and remote sites within Metropolitan's service area

PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Customer satisfaction
- Productivity measures for plant, equipment, and employee performance
- Cost containment
- Safety
- Internal and cross-functional teamwork
- Compliance with relevant environmental and regulatory rules and regulations
- External relationships with contract service providers
- Mutually beneficial working relationships with external regulatory and government agencies
- Employee development to meet Metropolitan's near- and mid-term needs
- Selection and retention of workforce to meet diversity objectives

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope

- Small work group of up to 5 employees

Project management examples:

- Renovate and upgrade landscape features and irrigation systems to ensure water conservation throughout Metropolitan landscapes and to exhibit advancements in irrigation and trends in plant availability.