

<b>Job Class Code: 2141</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION**

Under general supervision, this job classification provides oversight and management of the Municipal Grounds Division, including specialized management of all City landscaped areas to include efficient landscape beds, utilization of native plants, stormwater/drainage, irrigation, and a planned reduction of invasive species in parks and on citywide municipal grounds. This job class is responsible for overseeing the design, installation and maintenance of all landscaped and designated specialized planting and natural areas within parks, around municipal facilities and city gateways. The job class is responsible for designing and implementing plans, reviewing work assignments, planning work, securing materials, tools, and equipment, assigning and overseeing work, assisting with budgets, contracts, and/or other administrative functions, and completing work related logs, forms, and reports. The class works within broad policy and organizational guidelines; independently plans and implements projects; maintains records and fertilization and weed schedules, reports progress of major activities through periodic conferences, meetings, and brochures. This position reports to the Parks and Municipal Services Superintendent.

**TYPICAL TASKS**

- Supervises and administers the Municipal Grounds Division including completion of required reports, operating and capital improvement budget preparation and monitoring, selection, training, performance management, employee relations, prioritizing and assigning work and related activities.
- Reviews, designs, implements and maintains landscape plans based on code/ordinance and best practices.
- Initiates and facilitates extensive landscape designs, drawings and concepts and coordinates the implementation and maintenance of the designs to include planting and pruning natural areas, proper drainage, specialty spraying, irrigation, tree cultivation, trimming and removal, mulching, and the development of heat and water tolerant low maintenance plants in projects.
- Conducts tree and plant risk assessments, evaluates bed and landscape canopy, evaluates urban heat island effects and remedies in plantings, removal of inappropriate invasive plants, emphasizes native plantings and evaluates landscape, canopy, and heat island effect of public properties.
- Trains, directs and inspects staff on preparation and maintenance of sustainable landscape plans.
- Adheres to and models actions consistent with the City’s vision, CARE standards and strategic anchors. Coordinates service needs and requests with internal and external customers and evaluates responsiveness of staff to service standards. Provides exceptional internal and external customer service, responds to service requests and inquires, and addresses complex customer service related concerns that meets the expectations of the City's Customer Care standards. Resolves complaints, issues, and conflicts with personnel, the general public, and volunteer organizations.
- Provides technical expertise and coordinates routine and specialized maintenance by planning, assigning, and overseeing daily work, projects, emergency preparation and response; organizing, securing and management of contractual work; securing specialized materials, vegetation and equipment; training and policy development.
- Develops and recommends policies and procedures; establishes maintenance schedules for municipal grounds, recommends internal section organization and programming; manages, schedules, documents and monitors spraying chemicals and fertilization programs, establishes and implements management systems to effectively and attractively meet operating goals and objectives.
- Initiates and directs project design and implementation as well as daily maintenance and sustainability, procuring supplies and specialized plant materials, plant selection, meeting with environmental, forestry and other outdoor grounds groups.
- Monitors the actions of staff and volunteers, making sound and consistent decisions almost constantly, implement programs to improve facility and area aesthetics affecting City operations and safety, subordinates, co-workers, and the general public.
- Ensures proper maintenance and operation of related Municipal Grounds equipment such as mowers, chain saws, pruning tools, tractors, weed eaters, edgers, etc.
- Performs other duties as assigned.

GENERAL STANDARDS	
<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency. Works with volunteers and community groups.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems. Federally mandated requirements of chemical usage of vegetation. Adheres to and models actions consistent with the City's vision, CARE standards and strategic anchors.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures such as circumferences, areas, and volumes, and computes ratios, rates, and percentages. Advanced knowledge for measuring square footage of landscape areas and procuring appropriate amount of product.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, blueprints, safety hazards and charts to solve practical problems; speaks informally to groups of co-workers, staff and volunteers/community groups; composes routine, mandated and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Performs specialized technical and professional work requiring extensive understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure and hazards.
<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting subordinates, coworkers, and the general public.

KNOWLEDGE, SKILLS, AND ABILITIES	
<b>Knowledge</b>	<p>Comprehensive knowledge of the principals, tool, and practices used in the landscape design and management including knowledge of proper chemical usage, fertilization and irrigation, disease and overuse remedies, low maintenance and water and heat tolerant plants, repair and replacement of sections, as well as equipment associated with plant and bed development, drainage and care.</p> <p>Knowledge of the proper use and application of herbicides, pesticides, planting and pruning natural areas, specialty spraying and chemical usage, plant cultivation, trimming and removal.</p> <p>Extensive knowledge of occupational and equipment hazards, safety precautions, and safety regulations related to landscape management and other work related precautions.</p> <p>Extensive knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff and facilities. Understanding of tree canopy and beds in eliminating urban heat islands, Knowledge of plant diseases and remedies.</p>
<b>Skills</b>	<p>Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy to include information on maintenance plans and documenting use of chemicals.</p> <p>Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, community organizations, and the public. Effectively responds to and resolves complex inquiries and disputes.</p>

<b>Abilities</b>	<p>Ability to communicate complex ideas and proposals effectively to include preparation of plans and drawings, reports, agendas and policies. Ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.</p> <p>Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.</p> <p>Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology.</p> <p>Ability to perform arithmetic and statistical applications to perform purchasing and financial transactions as well as to properly order correct amounts of materials. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data. Ability to work within a structured operational budget. Assists with development of operational budget.</p> <p>Ability to conduct tree and plant risk assessments, evaluate plant and landscape canopy to reduce heat islands.</p>
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**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in Landscape Design, Landscape Horticulture, Landscape Architecture or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience to include one year of lead or supervisory experience.
<b>Special Certifications and Licenses</b>	Requires a valid Commercial's Driver's License with appropriate endorsements and a driving record that is in compliance with City Driving Standards. Also requires a Certified Applicators License, Class 3A and 3B, within six months of employment.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*