



City of Tempe

LANDSCAPE COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	526	<i>FLSA Status:</i>	Non-Exempt
<i>Department / Division:</i>	Public Works	<i>Salary / Hourly Minimum:</i>	\$23.840865
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$32.185096
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Groundskeeper II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from Transportation Maintenance Manager and/or other supervisory staff.
May exercise functional and technical direction over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of right-of-way landscape contractor oversight experience as well as three years of full-time right-of-way landscape maintenance experience with at least two years in the application and use of herbicide and pesticides applications.
<i>Education:</i>	Equivalent to an Associate’s degree with major coursework in landscape design, landscape maintenance, construction administration, or degree related to the core functions of this position. A Bachelor’s degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver's license. • Possession of, or must obtain within 6 months of hire, a license from the Arizona Office of Pest Management (OPM) in Right of Way and Ornamental & Turf.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s mission and values. To perform program management; project administration and oversight to the City’s right-of-way landscape maintenance program.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times;
- Reviews, inspects and verifies all contractors 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;
- Responsible for the design, development, construction and acceptance of landscape and tree program for City contract areas;
- Inspects, tracks and evaluates contractor performance and progress according to industry standards;
- Monitors landscape maintenance, irrigation systems and related services contracts; recommends appropriate payment, or non-payment at the completion of the work;
- Prepares and reviews bid documents, requests for proposals and contracts; and assists in the bid process for services and materials;
- Manages and monitors budget preparation processes for assigned program; provides input into budget development, and administers program budgets after adoption;
- Coordinates work schedules with contractors, other Departments and Divisions and the public;
- Prepares and updates maintenance schedules to coordinate the work of contractors;
- Meets with contractors or provides written notifications (letters of deduction) to contractors of inconsistencies between actual work and contract specifications;
- Maintains and updates landscape spatial data and asset inventories;
- Meets with contractors to develop scope of work, resolve problems in the field and answer questions on landscape maintenance;
- Performs various administrative tasks; tracks expenditures; reviews invoices, work orders and contractor billings;
- Prepares written documentation such as contract specifications, work orders, change orders, payment requests and correspondence with contractors;
- Prepares activity reports, including complaint resolutions, inspection and performance logs, and other technical and statistical documentation;
- Coordinates public outreach to residents and businesses of work being performed as needed; responds to citizen inquiries, complaints, and suggestions;
- Inspects contractors' work environment and the use of safety equipment to ensure safety;
- Assists in negotiating contracts for tree services, landscape and right-of ways;
- Performs final inspections on new or revised landscape areas and prepares punch list of deficient items for contractor;

- Prepares purchase orders for landscape materials, irrigation supplies, and related purchases;
- Performs other duties as required;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects – up to 50 lbs.;
- Operate city vehicles;
- Work alone for extended periods of time;
- Operate power tools such as push mowers, jackhammers, drills, chain saws and blowers;
- Use tools such as hammers, wrenches, shovels saws and wheel barrels;
- Operate computers and other office machines using repetitive hand/eye movement;
- Climb stairways and ladders;
- Traverse uneven surfaces during site visits;
- Work out-of doors in inclement weather during site visits;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective August 2014