

LANDSCAPE INSPECTOR

Salary Range: 26 (Public Service Salary Range)

DEFINITION

Under general supervision, to perform landscape contract administration and inspections to ensure compliance with contract documents, landscape construction specifications, ordinances, rules and regulations; to enforce applicable safety standards and regulations; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents are expected to work independently exercising initiative and judgment with general direction from the Landscape Maintenance Supervisor or his/her designee and are expected to possess the skills and abilities necessary to perform all duties and responsibilities of the classification with little supervision. Responsibilities include inspecting and attending to assigned areas in a timely manner, performing a wide variety of tasks in the maintenance and repair of City landscapes, and providing technical and functional direction over assigned staff. This class is distinguished from the Landscape Services Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in landscape maintenance operations.

SUPERVISION RECEIVED AND EXERCISED

Incumbents report to the Landscape Services Supervisor and exercise technical and functional direction over assigned staff.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Inspects landscape projects performed by contractors including, but not limited to, groundcover, shrub, and tree propagation, irrigation system installation, maintenance and repair, fencing, and turf maintenance; determines quality of work and compliance with approved plans, specifications, codes and ordinances.
- Inspects replacement landscaping and irrigation materials to ensure suitability and compliance with plans and specifications.
- Provides technical review of landscape maintenance contracts to verify completeness and accuracy.
- Identifies safety hazards during course of work and takes appropriate action to correct.
- Investigates complaints which may include reviewing complaints with the contractor, receiving contractor reports on work accomplished, calculating payments to be withheld based on contract requirements, and preparing all forms required to withhold payment and/or terminate a contractor.
- Evaluates service bids to recommend final award.
- Keeps abreast of the techniques required to properly service and inspect contracts.
- Represents the City and Department in a courteous, professional manner.

- Trains and instructs employees in work methods, use of tools and equipment, and relevant safety precautions.
- Repairs block/brick structures, patches cement, constructs forms and pours concrete for small jobs such as walkways or slab repair.
- Applies herbicides and pesticides. Safely operates a variety of equipment used in landscape maintenance such as backhoes, aerial lifts, trenchers, mowers, edgers, blowers, and chain saws, in all environmental conditions.
- Performs minor adjustment on equipment; maintains tools and equipment in working order.
- Performs emergency repairs to City landscapes and structures as necessary; establishes proper traffic control devices, including warning signs and cones.
- Assists Police and Fire personnel in emergency situations and around hazardous accident scenes.

EMPLOYMENT STANDARDS

Knowledge of:

- Practices, methods, equipment, tools and materials used in landscape maintenance and repair work, carpentry, painting, electrical, masonry, welding and related trades
- Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects
- Proper use and application of chemicals, such as pesticides, herbicides, for pest and disease control
- Basic principles and practices relating to commercial irrigation systems
- Principles and practices of effective customer service
- Basic mathematics as applied to landscape inspection work
- Proper traffic control (include warning signs and cones) to provide safe passage for the traveling public through the work area, as well as for the safeguard of workers
- Correct English usage, grammar, spelling, punctuation
- Personal computer hardware and software typically found in a modern office
- Standard horticultural practices including proper planting, maintenance, and control and eradication of pests and diseases
- Occupational hazards and safety precautions of landscape maintenance and construction work
- Proper traffic control (including warning signs and cones) to provide safe passage for the traveling public through the work area as well as for the safeguard of workers
- Safe driving rules, work methods and safety practices pertaining to the work

Ability to:

- Detect and locate substandard workmanship and materials that may be applicable to City service contracts
- Understand, interpret, and assist in writing specifications for service contracts
- Analyze plans, specifications, and maps

- Prepare technical reports
- Communicate clearly and concisely, both orally and in writing
- Use computer technology and applications in the performance of daily activities
- Establish and maintain effective working relationships with those contacted in the course of work
- Train others in proper and safe work procedures
- Perform complex landscape maintenance duties
- Oversee and participate in landscape maintenance and related general services projects
- Skillfully and safely operating motorized equipment such as tractors, pavers, backhoes, mowers, dump trucks, hydraulic jackhammers, and tampers
- Establish and maintain effective working relationships with those contacted in the course of work
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

Equivalent to the completion of the twelfth grade and three years (3) of experience in landscape maintenance, construction and/or design **OR**

Two (2) years of landscape inspection work involving public contact, which included experience dealing with contract administration, interpretation, and implementation.

GENERAL QUALIFICATIONS

License Requirements:

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- A Work Zone Traffic Control Safety Certificate issued by the International Municipal Signal Association (I.M.S.A.), or successful completion of the Traffic Control Technician-CA State Specific Training Course thru the American Traffic Safety Services Association is required within twelve (12) months of appointment.
- A Qualified Pesticide Applicator Certificate issued by the Department of Pesticide Regulation is required within twelve (12) months of appointment.
- A Playground Safety Certificate is desirable.
- Possession of a Backflow Prevention Assembly Testers Certificate from either the American Water Works Association (AWWA), or the American Backflow Prevention Association (ABPA) or the Northern California Backflow Prevention Association (NCBPA), or equivalent is desirable.

Physical Requirements

Mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform site inspections; vision to read handwritten and printed material and a computer screen; color vision to inspect electrical wiring; hearing and speech to communicate in person and by telephone; smell to detect gas or sewage leaks; touch to determine hot and cold water fixtures; manual dexterity to operate calculators, cameras, computers, grasp tools, and inspect electrical devices; ability to lift and carry items weighing up to 30 pounds such as tools, files, books or boxes of paper for distances up to 100 feet. Ability to safely operate a vehicle and working in exposure to various weather conditions.

Working Conditions

Incumbents work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures, and may be required to work various shifts on evenings, weekends and holidays, and participate in after-hours on-call assignments.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: April 2013

Revised: January 2017