



CITY OF CAMARILLO

Landscape Inspector

Job Code: 814

FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Coordinates, inspects, and evaluates the work of City and contract crews performing landscape and irrigation construction and maintenance activities; reviews landscape plans and inspects work in progress to ensure compliance with contract specifications and City standards, regulations, and goals; and coordinates the California Conservation Corps streets and landscape internship program.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Administers contracts and coordinates City-contracted landscape maintenance and construction work; monitors work to ensure compliance with contract specifications and City standards and regulations; resolves problems in the field; verifies quantities of materials used, proper use and placement.
2. Reviews landscape project plans and specifications to determine compliance with provisions of construction codes ordinances, and regulations; analyzes and resolves grading, drainage, soil erosion and irrigation problems as they relate to landscaped areas; assists in project budget preparation, planning, and scheduling.
3. Assists in writing contract specifications and requirements for construction and maintenance projects; attends and participates in pre-bid and pre-construction meetings; conducts site visits; performs field tests, inspects day-to-day work and recommends approval or denial of contract change orders; approves completion of projects; maintains construction diary and as-built drawings for project installations; prepares pay estimates.
4. Supervises the work of city crews performing landscape maintenance, graffiti abatement, tree maintenance, weed abatement and pesticide application.
5. Tests and repairs backflow prevention devices.
6. Operates a variety of hand and power tools and heavy equipment used in landscape maintenance work; maintains and performs minor repairs to equipment, tools, and vehicles.
7. Coordinates California Conservation Corps Internship Program for streets and landscape; participates in recruiting and hiring internship staff.
8. Obtains price quotations and coordinates/inspects contract work for landscape maintenance, tree maintenance, landscape construction, weed abatement, graffiti abatement, electrical projects, and street signs.

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9. Responds to public inquiries and complaints in a courteous manner; provides information within the area of assignment; determines appropriate corrective action necessary to resolve complaints in an efficient and timely manner; coordinates activities with other City staff in resolving complaints.
10. Maintains a variety of records of operations, maintenance, and work performed; prepares reports on landscape operations and activities as necessary.
11. Assists in preparation and monitoring of the divisions budget; forecast funds needed for staffing, equipment, materials, and supplies; monitors and recommends adjustments as necessary.
12. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a landscape maintenance program.
- City rules, codes, and regulations relating to landscape and irrigation construction, maintenance, and repair.
- Practices, techniques, and materials used in park and landscape design and maintenance.
- Procedures used in weed abatement
- Plant pests and diseases and their eradication.
- Methods, materials, and equipment used for soil grading, draining, erosion, and irrigation construction, maintenance, and repair.
- Traffic laws, ordinances, and regulations relating to the operation of assigned equipment.
- Principles and practices of project management and supervision.
- Basic principles and practices of municipal budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Occupational hazards and standard safety procedures including OSHA safety standards.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations including CalTrans standards and regulations.

Ability to:

- Coordinate, inspect, and evaluate the work of City and contract crews performing landscape and irrigation construction and maintenance activities.
- Read and interpret blueprints, plans, specifications, and drawings.
- Evaluate bid specifications and reports, legal property descriptions, and engineer records.
- Inspect municipal landscape maintenance/construction projects and enforce compliance with specifications, ordinances, and codes.
- Perform skilled tasks related to the maintenance and repair of landscape and irrigation systems.
- Safely and effectively operate a variety of maintenance and construction equipment, tools, and materials.
- Manage projects.
- Diagnose tree problems and diseases.
- Use herbicides and pesticides.
- Effectively analyze emergency situations and implement an effective course of action.
- Supervise, train, evaluate, and motivate employees.
- Respond courteously and appropriately to inquiries and complaints.

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Conduct research and prepare clear, concise, and comprehensive reports.
Present ideas and concepts orally and in writing.
Maintain accurate records.
Participate in the preparation and administration of assigned budgets.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in horticulture, landscape, or a related field.

Experience:

Four years of experience in parks and landscape design and maintenance.

License or Certificate:

Possession of a valid California Class A driver's license with tanker endorsement.
Possession of a Certified Backflow Prevention Device Tester certificate.
Possession of a Qualified Applicators Certificate issued by Department of Pesticide Regulations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment;; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an field and office environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

April, 2008
Johnson & Associates