

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: LANDSCAPE MAINTENANCE SPECIALIST I/II/III
CLASS CODE: I - 8802 II - 8801 III - 8800

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: I - NONE II - LEAD III - LEAD

EFFECTIVE DATE: 6/14/2008
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Performs semi-skilled and skilled work in maintaining the public landscapes and grounds of various Utah County Government facilities and properties.

CLASS CHARACTERISTICS

Landscape Maintenance Specialist I: Works under close to general supervision of the Landscape Supervisor in performing duties at the entry or training level or in performing routine tasks that are less complex than those performed at the full performance level.

Landscape Maintenance Specialist II: Incumbents in this classification work under general supervision of the Landscape Supervisor, have experience and/or additional education or training qualifying them for this full performance level of the series, and are capable of leading others in the day-to-day landscape maintenance activities of the department.

Landscape Maintenance Specialist III: Works under general supervision of the Landscape Supervisor in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of County landscapes and grounds and the associated maintenance requirements. Incumbents in this classification are capable of training and leading others in all aspects of landscape maintenance.

ESSENTIAL DUTIES

Landscape Maintenance Specialist I:

Maintains public grounds by mowing and edging lawns, controlling weeds, raking leaves, and monitoring watering.

Prepares flower and shrub beds employing techniques such as proper fertilization to improve soil tilth; plants flowers, trees, and shrubs, and prunes trees and shrubs using proper methods to improve health and vigor; operates a chain saw for tree removal and trimming.

Assists in installing sprinkler systems including valves, pipe, and a variety of parts; assists in troubleshooting existing systems and sprinkler problems and in making repairs.

Removes trash, clippings, trimmings, and leaves from County grounds and clears other public areas such as parking lots and sidewalks of ice, snow, or debris using plow trucks, power brooms, snow throwers, hand tools, and light equipment.

Operates a variety of light equipment including tractors, trenchers, riding lawn mowers, fork lifts, lawn edgers, chain saws, etc.; assists in equipment maintenance, makes minor repairs, and monitors and reports overall equipment performance; drives or transports equipment by trailer to various job sites.

Assists other divisions with joint projects or as assigned.

Landscape Maintenance Specialist II (in addition to the duties described above):

Serves as a lead worker; monitors assigned workers, volunteers, and inmate workers; ensures needed tools and equipment are available and used safely and according to department policy.

Identifies insect and disease problems in plants, lawns, soils, trees, and shrubs; uses herbicides, insecticides, fertilizers, and natural methods to control problems and improve plant health; applies restricted use pesticides as needed.

Assists in designing landscape areas such as flower beds, shrub beds, and planters.

Troubleshoots existing sprinkler systems and problems and makes repairs; assists in designing sprinkler systems; performs water audits and adjusts sprinkler heads to ensure appropriate distribution uniformity for head type.

Landscape Maintenance Specialist III (in addition to the duties described above):

Provides training and instruction in areas such as tree care and pruning, and landscape design, maintenance and irrigation.

KNOWLEDGE, SKILLS, AND ABILITIES

Landscape Maintenance Specialist I:

Basic Knowledge of: landscape maintenance operations and associated tools and equipment, sprinkler systems, and general types of vegetation.

Skill in: reading, writing, and basic math; using various hand tools and operating light equipment such as those noted in the essential duties.

Ability to: understand and follow instructions; maintain cooperative working relationships with those contacted during the course of work activities.

Landscape Maintenance Specialist II (in addition to the knowledge, skills, and abilities described above):

Working Knowledge of: herbicides, insecticides, fertilizers, and natural methods used to control problems and improve plant health; sprinkler system design, installation, and repair.

Skill in: diagnosing and treating insect and disease problems in plants, lawns, soils, trees, and shrubs etc.; performing water audits and troubleshooting sprinkler systems.

Ability to: lead others in regular work processes.

Landscape Maintenance Specialist III (in addition to the knowledge, skills, and abilities described above):

Considerable Knowledge of: herbicides, insecticides, fertilizers, and natural methods used to control problems and improve plant health; sprinkler system design, installation, and repair; tree care and pruning; landscape design, planting, and maintenance.

Advanced Skill in: diagnosing and treating insect and disease problems in plants, lawns, soils, trees, and shrubs etc.; performing water audits and troubleshooting sprinkler systems.

Ability to: train and lead others in specialized work processes.

PHYSICAL DEMANDS

Regularly: walks, stands, or stoops; lifts or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle; communicates via radios; distinguishes between shades of color.

Occasionally: ascends or descends ladders, ramps, and poles; lifts or otherwise moves objects weighing up to 80 pounds; walks, stands, or crouches on narrow, wet, or slippery surfaces.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed for sustained periods outdoors and regularly in hot, cold, or inclement weather. Work requires the use of protective devices such as masks, goggles, and gloves. Work exposes incumbent to fumes, noxious odors, dusts, mists, hazardous chemicals, and animal fecal material. Work exposes incumbent to noise, vibration, and possible bodily injury from moving mechanical parts of equipment, tools, and machinery.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

Selected applicants may be subject to a background check.

Landscape Maintenance Specialist I: High school diploma or equivalent and two (2) years of work experience that included maintaining grounds and sprinkler systems. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with documented course work or training in plant care.

Landscape Maintenance Specialist II: High school diploma or equivalent and four (4) years of work experience that included maintaining grounds and sprinkler systems. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with documented course work or training in plant care.

Landscape Maintenance Specialist III: A minimum of two (2) years of proficient work experience as a Landscape Maintenance Specialist II.

LICENSING AND CERTIFICATION

Landscape Maintenance Specialist I: Applicant must possess a current driver's license and obtain a valid State of Utah Driver's License within 60 days of employment. Incumbent must obtain certification as a Forklift Operator during the probationary period for new hires or during the trial period for County employees promoted into this classification.

Landscape Maintenance Specialist II: Applicant must possess a current driver's license and obtain a valid State of Utah Driver's License within 60 days of employment. Some incumbents may be required to obtain a State of Utah Class B Commercial Driver's License. Incumbent must obtain certification as a Forklift Operator and State of Utah certification as a Pesticide Applicator during the probationary period for new hires or during the trial period for County employees promoted to this classification through a competitive recruitment process. County employees being reassigned, transferred, or promoted through career ladder advancement to this classification must possess said certifications and licensure upon reassignment, transfer, or career ladder advancement.

Landscape Maintenance Specialist III: Applicant must possess a valid State of Utah Driver's License, certification as a Forklift Operator, and State of Utah certification as a Pesticide Applicator. Some incumbents may be required to obtain a State of Utah Class B Commercial Driver's License.

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.