

CLASS SPECIFICATION



CLASS: Parks and Landscape Coordinator
ALLOCATION: CDSA
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: January 2007
REVISED: July 2019

JOB SUMMARY:

Under general direction, oversees and coordinates the parks and landscape program for the Community Development and Services Agency (CDSA); provides technical assistance, review and evaluation for program operations; oversees the administration of contracts, leases and agreements; oversees operation of County operated campgrounds; oversees park impact fee collection and performs related work as assigned.

This is a stand-alone class.

CLASS CHARACTERISTICS:

Parks and Landscape Coordinator is an experienced technical and administrative support class responsible for providing oversight, coordinative and programmatic support related to the activities for new and existing County parks and campgrounds, and roadside or median streetscapes. The work may require lead direction of a small group of subordinate staff on a project or day-to-day basis, depending on assignment. This position reports to the Public Works Project Manager on all critical functions related to the parks and landscape program.

EXAMPLES OF DUTIES:

Essential:

- Plans, organizes and administers the activities for the parks, campgrounds and roadside landscape programs; develops guidelines procedures and controls to assure efficient and effective operation and maintenance activities.
- Plans and oversees the maintenance, operation and improvement of work for County parks, campgrounds and roadside landscape corridors, including specific lighting and landscaping districts; makes periodic inspections to ensure proper performance of maintenance activities.
- Coordinates maintenance activities for landscape corridors, roadside or median streetscapes and other county properties within the jurisdiction of the Board of Supervisors.
- Prepares Request for Proposals for landscape and campground services; negotiates and administers a variety of agreements and contracts and performs contract administration and oversight for assigned activities.
- Administers the County's Volunteer Campground Caretaker Program; solicits volunteers, administers screening process including acceptance and termination, and oversees the volunteers in their roles as campground caretakers.
- Represents the County and CDSA in meetings with contractors, representatives of public and private organizations and the public.
- Reviews and evaluates the costs and needs for services; conducts studies, analyzes alternatives and makes recommendations.
- Reviews a variety of plans and designs to ensure conformance with codes and regulations; reviews landscape drawings and specifications to verify calculations, quantities, accuracy and completeness.
- Prepares and reviews specifications and bid documents for County projects; may perform standard design work under the direction of an engineer.
- Provides technical advice on landscaping maintenance projects, including the selection, planting and preservation of trees, shrubs and grasses.
- Responds to, investigates and resolves complaints related to assigned areas.
- Inspects public works construction and County infrastructure for related projects performed by private contractors and County crews.
- Prepares a variety of financial and business records and reports in relationship to contracts and monitors contracts entered into by CDSA; submits reports to CDSA management.
- Calculates park impact fees and oversees the fee collection for new park land and park improvements including tracking and administering fee credits and/or reimbursements to land developers.
- Coordinates and evaluates materials, services and supplies related to parks and landscape functions; makes recommendations for changes.
- Performs operational and budgetary analysis and provides input into the budget for assigned functional areas.

- Monitors and interprets changes in laws and regulations related to assigned activities; evaluates their impact upon County activities, and develops, recommends and implements policy and procedural changes.
- Maintains or directs the maintenance records of work performed in assigned areas.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May instruct and direct the work of others on a project or day-to-day basis.
- May be required to perform small landscape repairs or improvements.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices and methods used in landscape maintenance and park design.
- Principles, practices and methods used in campground operation and maintenance.
- Proper application of plants, natural features and artifacts in a variety of landscaping situations.
- The methods, materials, tools and equipment used in construction, maintenance and repair of campground and park facilities.
- Principles and practices of contract administration.
- Principles and practices of budget development and administration.
- Basic data sampling and statistical analysis techniques.
- Principles and practices of auditing documents and records.
- Applicable laws, codes and regulations.
- Record keeping principles and practices.
- Computer applications related to the work.
- Techniques for dealing with vendors, suppliers and County staff, in person and over the telephone.

Skill in:

- Planning, monitoring and evaluating program goals and objectives and service delivery.
- Evaluating services performed and costs for services, equipment and supplies maintained through outside contracts.
- Prepare and develop cost estimates for time and materials.
- Perform independent research, collect and summarize information for the department.
- Reading and interpreting plans, maps and instructions.
- Making accurate arithmetic calculations.
- Identifying operational problems, investigating and evaluating alternatives and implementing effective solutions.
- Interpreting, applying and explaining applicable codes, regulations, policies and procedures.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Mobility to work in a typical office setting and use standard office equipment and to drive a motor vehicle to attend meetings or visit field sites.
- Strength and stamina to walk and conduct field inspections and investigations.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand,

sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

- Drive a motor vehicle in order to attend meetings and inspect properties,
- Strength and stamina to inspect various residential, commercial or industrial properties, parks and campgrounds or other facilities.

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

Work Environment:

- Typical office setting.
- Residential, commercial, or industrial properties, parks and campgrounds or other facilities under inspection and potentially under construction.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.
- May require work with exposure to potential hazards at various construction sites

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; may be required to maintain license throughout employment at the discretion of the Appointing Authority.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Two years of college level course work (60 units) from an accredited college or university in horticulture, parks management, business, public administration, planning, engineering or a related field and three years of progressively responsible administrative and technical experience related to parks, campgrounds, landscape activities or a related field.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the above minimum requirements, additional years of advanced experience in managing parks, campgrounds and/or landscape operations.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

EEOC: B
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____