

CLASS SPECIFICATION
Landscape Services Inspector

GENERAL PURPOSE

Under general supervision, oversees and inspects the work of contractors and developers engaged in constructing, installing and maintaining landscape in right-of-ways, greenbelts and other planted or forested areas; plans, develops and administers landscape maintenance contracts; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Landscape Services Inspectors inspect landscape installation and maintenance performed by contractors in public rights-of-ways to ensure that installation and maintenance meet City requirements and are in accordance with approved plans and specifications.

Landscape Services Inspector is distinguished from Landscape Services Technician in that incumbents in the latter class oversee and inspect the work of landscape and building contractors involved in the installation and maintenance of park facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Oversees the implementation of plans and specifications of assigned contracts for landscape construction and maintenance on city-owned parkways, medians and other open spaces; assists in writing specifications and reviews bid documents for landscape and urban forestry maintenance contracts.
2. Inspects assigned rights-of-way, greenbelts and other planted open-space areas; notes maintenance deficiencies including trash, overgrown or improperly maintained vegetation, broken equipment, changes in pedestrian traffic, and unsafe or potentially unsafe conditions.
3. Communicates with contractors in person, over the telephone or in writing to correct construction and maintenance deficiencies.
4. Receives reports from citizens, homeowner association representatives and others regarding problem maintenance conditions in assigned areas; uses independent judgment and decision-making skills to investigate and determine necessary corrective action, if any; arranges for contractors to resolve issues.
5. Plans and implements maintenance programs through contractors; determines fertilization, pesticide, watering, tree and shrub trimming, mowing and other schedules; arranges for landscape contractors to correct maintenance problems or enhance assigned areas.

6. Inspects installation of new landscape projects to ensure projects are completed expeditiously in accordance with approved plans and specifications; generates punch lists of work to be modified or completed for contractors and/or developers.
7. Monitors maintenance of Community Services Districts' irrigation systems.
8. Performs administrative duties including contract bid procurement and document review; attends pre-construction and construction meetings; verifies and approves monthly invoices.
9. Maintains records of maintenance activities including contractor performance and maintenance problems; prepares periodic reports for review by City officials; reviews and recommends approval of contractor invoices for services rendered or equipment and supply purchases; assists in budget preparation.
10. Provides courteous and expeditious customer service to the public and other departments and department staffs.

QUALIFICATIONS

Knowledge of:

1. Principles of landscape construction and design, including methods, materials, tools and equipment, and safety hazards of landscape installation, renovation and maintenance.
2. Practices and methods of horticulture, arboriculture, urban forestry, soil management, pest management, irrigation and water management.
3. Federal, state and local laws, codes and regulations applicable to the work.
4. Appropriate safety precautions and procedures and safe work practices.
5. Inspection methods, procedures, equipment and materials.
6. Basic methods and practices of contract administration.
7. Common defects and faults in landscaping and related systems.
8. Pesticides, herbicides and fertilizers used in landscape maintenance.
9. Irrigation systems, including design, scheduling, hydraulic equipment and water usage.
10. Rules and regulations applicable to installation and use of recycled water.
11. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Inspect assigned areas for a wide variety of maintenance, repair and risk management issues.
2. Respond to complaints or requests for service from citizens, staff and outside organizations in a timely and effective manner.

3. Understand, interpret, explain and apply laws, regulations, codes and department policies governing the construction and maintenance of landscape areas.
4. Understand and interpret landscape blueprints, plans and specifications.
5. Deal firmly and tactfully with contractors, landscape architects, property owners and community groups.
6. Detect and locate faulty materials and poor work quality.
7. Review, analyze and interpret construction plans, specifications and maps for conformance with City standards and policies; enforce specifications, workmanship and materials requirements as provided in the contracts.
8. Prepare and maintain accurate and complete records.
9. Identify plant and tree varieties.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with City managers and staff, contractors, property owners and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent, supplemented by course work in landscape architecture, horticulture or a closely related field; and three years of landscape-related design and/or installation experience involving planning, installing and administering landscaping programs for medians, parks and large landscaped projects; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

A Qualified Applicator Certificate or License issued by the California Department of Pesticide Regulation or the ability to acquire within six months of date of hire.

A National Pollutant Discharge Elimination System Certificate or the ability to acquire within six months of date of hire.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk; bend, stoop, crouch and crawl.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus and distinguish colors.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing deadlines, on multiple concurrent tasks; work with constant interruptions and interact with City managers and staff, contractors, property owners and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees frequently work in outside weather conditions and are occasionally exposed to wet or humid conditions, and uneven and/or slippery surfaces. Employees frequently work near moving equipment and heavy vehicular traffic and may be exposed to fumes, toxic or caustic chemicals, or biological hazards and loud noise. The noise level is usually quiet in office settings.