

BROOMFIELD JOB DESCRIPTION

Broomfield, Colorado

LANDSCAPE PLANNER - HORTICULTURIST

GENERAL DESCRIPTION OF WORK: This class consists of full working semi-skilled, skilled, and technical work in landscape design, care, and maintenance of the City and County's landscaped and forested areas including maintenance, disease and insect control, and plant identification of flowers, trees, and shrubs common to the Rocky Mountain area. Requires a general knowledge of park and right of way design and construction including irrigation, soil preparation, sodding, and seeding. The incumbent works in partnership with other employees, departments/divisions, external entities, and the public in delivering effective and innovative services. Provide holistic services to internal and external customers by seeking ways to integrate programs or services provided by other departments, divisions, and external entities.

EXAMPLE OF DUTIES/ESSENTIAL REQUIRED TASKS: (Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. Broomfield retains the right to modify or change the duties or essential and additional functions of the job at any time without notice.)

Designs landscape areas. Develops specifications and cost estimates for new and existing landscaped areas. Reviews landscaping plans. Assists in inspection of new park, right-of-way, and entryway landscape construction. Prepares, develops, and maintains park and landscaped areas. Designs and maintains existing and future flowerbeds in parks and at other facilities within the City and County. Inspects, analyzes, and diagnoses public landscaping for disease and insects. Designs annual beds, purchases plants, and assists in planting of flowers and other related plant material throughout the parks system. Performs safety inspections. Assists in set-up for special events. Operates equipment used in the department such as pickup truck, tractor, snow plow, rototiller, sod cutter, pruners, riding mower, hand mower, trimmer, sprayer, chain saw, chipper, stump, herbicide/pesticide applicators, tree spade, hand and power tools, etc. Supervises seasonal maintenance crew and assists supervisor in preparation of performance appraisals; may recommend appropriate disciplinary action. Assists supervisor in training of seasonal maintenance crew. Completes reports and inventory as required. Identifies and recommends improvements in divisional and departmental operations to ensure functions are efficient and cost effective. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Uses all required safety equipment. May assist in other areas of Public Works. Performs related duties as required.

Perform semi-skilled, skilled, and technical park maintenance duties as follows: landscape design; specification development and cost estimating; flowerbed design; overseeing purchase of plants; coordinating flower planting program; reviewing new plans for landscaping and future development; inspecting construction of new parks and right of ways; applying pesticides and herbicides; care of possible greenhouse in the future; monitoring trees, shrubs, and flowers that need insect and disease control; assisting in maintenance of current perennial beds; trash removal; special event set-ups; and equipment maintenance and operation. Operate maintenance equipment such as pickup truck (in all weather conditions), tractor, snow plow, rototiller, sod cutter, pruner, riding mower, hand mower, trimmer, sprayer, chain saw, chipper, stump, herbicide/pesticide applicators, tree spade, hand and power tools, etc. Provide back-up coverage in the operation of snowplows during inclement weather. Act as troubleshooter to resolve problems within particular area of assignment. Duties require a full range of physical motion and activities including manual digging, pushing, pulling, lifting, twisting and turning the upper body, stooping, kneeling, crouching, climbing, balancing, crawling, reaching for objects, walking, and standing. The incumbent must also be alert to peripheral activities when operating equipment and, therefore, must have a full range of movement in the neck and shoulders. Insure the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Perform routine inspection and preventive maintenance on assigned equipment and refer defects or needed repairs to appropriate division; clean equipment. Perform all duties in conformance to appropriate safety and security standards. Supervise, schedule, train, and evaluate lower-level

seasonal employees. Prepare and implement weekly work schedule. Maintain a variety of records relating to maintenance, construction, and inspection of parks and facilities. Review and recommend changes to plans involving landscaping and future park development. Prepare budget requests for new projects, equipment, materials, and supplies. Respond to complaints from the public regarding parks and facilities conditions. Ensure that problems are corrected in a timely and effective manner.

PERFORMANCE INDICATORS: (Identifies specific job performance requirements to measure performance criteria for job evaluations.)

The incumbent performs duties within the organizational structure of the Department/Division, following appropriate procedures and policies. The incumbent is evaluated in the following areas:

Job Knowledge/Technical Expertise

Dependability/Quality of Work

Work Ethic

Adaptability

Working Relationships and Interpersonal Skills

Initiative

Punctuality/Attendance

Commitment to Safety

Planning/Organizational Abilities

Care and Maintenance of Equipment

Judgment/Problem Solving

Communication

Customer Service

Leadership

Motivation and Development of Subordinates

A review of the incumbent's performance on the above performance indicators will be conducted on a periodic basis as determined by the supervisor. The supervisor evaluates the worker's administration of policies and procedures through daily observations, spot checks, written reports, feedback from other staff members and the public, and communication with the incumbent.

INDEPENDENCE OF ACTION: Works under the general direction of the Grounds Maintenance Supervisor and Park Superintendent. Meets with supervisor to establish overall goals and objectives. Exercises independence of judgment in meeting assigned objectives and implementing department/division operations, services, and programs. The worker uses initiative and judgment in planning for and carrying out assignments both alone and with crew assistance. The supervisor is kept informed of progress and potentially controversial matters and areas of far-reaching implications. In performing inspections, worker refers to written specifications. Worker may halt contractor's on-site operations to insure conformance to specifications. Completed work is reviewed from an overall standpoint of meeting department/division goals and providing acceptable service levels to the City and County. Errors could result in public safety hazards or safety hazards to the on-site crew; damage to public facilities or equipment; increased costs; or ineffective services.

PERSONNEL MANAGEMENT RESPONSIBILITY: May supervise seasonal personnel as assigned to include instruction, training, and daily direction. May assist supervisor in hiring and evaluation of lower-level personnel.

WORKING RELATIONSHIPS: Relationships are typically with other employees in the department. Occasional contact is made with employees in other departments and the public. Occasional contact occurs with contractors in performing inspections.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The noise level in the environment is usually loud. Work is generally scheduled Monday through Friday with some weekend and holiday work required. Position also involves on-call duty which requires working weekends on a rotating basis and working all hours during emergency repairs as needed. Travel by pickup truck is required to reach work sites. The incumbent is exposed to the following environmental factors: work near moving mechanical parts; work in high, precarious places; working in or near moving traffic; fumes or airborne particles; electrical shock; toxic or caustic chemicals; year-round outdoor weather conditions; and vibration. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to talk or hear, stand, walk, use hands to finger, handle, or feel objects, tools, or controls, bend or twist from the upper body, use hands and/or feet to perform manual tasks such as digging, push or pull, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. Physical demands are described as heavy (exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects). Specific vision abilities required by this job include close vision, distance vision, depth perception, ability to adjust focus, and peripheral vision. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Incumbent will be subject to random, reasonable suspicion and post-accident alcohol and substance abuse testing as required by law.

NECESSARY APPLICANT TRAITS:

Knowledge - Considerable knowledge of the principles and practices involved in landscape design, horticulture, and floriculture. Working knowledge of landscape plants for the Rocky Mountain region and urban tree species identification including the ability to visually perform insect/disease diagnoses. Working knowledge of the methods, materials, and equipment used in urban landscaping and parks maintenance. Need to have general knowledge of park construction including some general irrigation knowledge for project inspection. Working knowledge of safety practices and procedures.

Skills - Skill in planning and developing new landscaped areas and upgrading existing landscaped areas. Skill in understanding and responding to customer needs; analyzing and solving technical problems pertaining to area of assignment; the routine operation, maintenance, and repair of equipment and tools used in parks maintenance division; the operation of equipment required by the position including pickup truck (in all weather conditions), tractor, snow plow, rototiller, sod cutter, pruner, riding mower, hand mower, trimmer, sprayer, chain saw, chipper, stump, herbicide/pesticide applicators, tree spade, hand and power tools, etc.

Abilities - Ability to handle confidential information; work from broad direction with limited supervision; read and interpret specifications pertaining to construction activities in specialty area within the assigned division; effectively organize and supervise the work of assigned personnel; perform manual labor, including heavy lifting and digging, for extended periods of time under all weather conditions; safely operate and train others in the use of mechanical hand tools and various light and heavy equipment; employ and enforce safety practices and procedures; work well with culturally diverse people; establish and maintain effective working relationships with other employees and the public; work well with varied and demanding people; communicate clearly and concisely in English, verbally and in writing; organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines; organize tasks and working environment to maximize efficiency; focus attention on tasks which may be complex, routine, or repetitive without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities; read, understand, and apply technical manuals, complex analytical methods, and research reports; and understand and follow written and oral instructions and procedures.

QUALIFICATION REQUIREMENTS:

Training and Experience - High school graduation or GED equivalent. Five years of any combination of education and experience in horticulture, forestry, plant science, or related field which demonstrates the applicant possesses the Necessary Applicant Traits. Any certifications such as Master Gardener; Lawn and Garden Certification I, II, III; Certified Landscape Worker; Certified Arborist; or Landscape Designer shall be considered.

Necessary Special Requirements - Must be at least 18 years of age. Must possess and maintain a valid driver's license and safe driving record for continued employment. Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: oral board, reference checks, driving record check through DMV, background checks including police check and sex-offender registry check, pre-employment substance abuse screening test and background check required by DOT regulations, physical examination required to obtain a DOT physical card, and fingerprint checks through CBI/FBI. Within nine months of employment date, the successful candidate must obtain a valid Commercial Driver's license (minimum of Class B). Once the new employee has obtained his/her Commercial Driver's license, the license, the DOT physical card, and a safe driving record must be maintained for continued employment. Within six months of employment date, the successful candidate must obtain valid Colorado Pesticide Applicator's license.

Broomfield Human Resources