

**City of San Jose**  
**LANDSCAPE MAINTENANCE MANAGER (3447)**

**CLASS PURPOSE**

Under general direction, is responsible for work of considerable difficulty directing the operation of the General Services Department Landscape Maintenance Division. Performs related work as required.

**TYPICAL DUTIES AND RESULTS** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans and directs all operations and the delivery of maintenance services for a major landscape division including developed and undeveloped park land, civic grounds and trails.

Plans and directs landscape operations including turf maintenance; refuse/trash pick-up; irrigation systems repair; mobile/fixed equipment repair; playground equipment repair; warehouse operations; special project crew operations and alternate work programs involving Santa Clara County prison inmates.

Manages the development and implementation of the Park Maintenance Management System.

Responsible for Parks Maintenance Division safety and training programs.

Administers annual budget for all division maintenance services.

Supervises and participates in varied business duties necessary for proper maintenance of park facilities.

Plans, directs, review and evaluates through line supervisors a large maintenance staff and their work; makes decisions and recommendation on personnel actions such as may relate to employment, promotion, demotion, retention and other matters.

Evaluates policy and procedure for operations and makes recommendations for change; enforces policy and procedure for all maintenance functions within sphere of authority.

Evaluates organization, operations, and maintenance services and makes recommendations to improve quality of organization, operations, and services.

Supports the planning and development of new and existing facilities by developing maintenance requirements; reviews plans and monitors construction processes.

Manages the development and implementation of the landscape maintenance divisions' annual work programs.

Maintains and coordinates effective working relationships with staff in other City departments and outside agencies.

Directs the study of division organization, operations and services and recommends way to improve economy, efficiency, and quality in these areas.

Plans and develops service levels, program objectives, resource utilization, revenue generation, and/or new costs.

**Typical End Results Include:** Effective maintenance program for City parks; provide well developed and administered maintenance services ensuring proper turf maintenance, parks equipment repair and refuse/trash disposal services; ensure maximum effectiveness of functions through subordinate supervisory personnel.

**DISTINGUISHING CHARACTERISTICS**

This position reports to the Deputy Director of General Services and is responsible for directing the Parks Maintenance Division. This class differs from higher and lower classes in terms of responsibilities and job scope.

**QUALIFICATIONS**

**Minimum Knowledge, Skills, and Abilities**

Knowledge of principles and practices in managing and developing public landscape/parks maintenance services; maintenance budget preparation and administration.

Knowledge of the methods, materials, and equipment employed in maintenance operations related to trees and landscape, and related areas.

Knowledge of the principles of management and administration.

Ability to plan and direct the work of technical, skilled labor and subprofessional staff.

Ability to direct and evaluate subordinate personnel.

Ability to plan, organize and develop maintenance services and implement related programs; coordinate and direct professional and technical staff.

Ability to execute compliance with contracts.

Ability to review and prepare correspondence and complete written reports.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective public relations with other employees and the public.

Ability to perform supervisory functions, including disciplinary actions and decisions for retention or dismissal.

**Competency Knowledge, Skills and Abilities**

Knowledge of the management principles, practices and the problems of service delivery in the area of maintenance operations.

Knowledge of contract administration; safety practices and procedures; principles of organization development and management, supervision, and public administration.

Ability to establish and maintain effective working relationships with subordinates, contractors, the general public and others.

Ability to prepare maintenance budget recommendations.

Ability to plan, organize and control the activities of a large diversified park maintenance organization.

Ability to establish and maintain effective public and working relationships; communicate effectively, both orally and in writing.

**Training and Experience**

Successful completion of a Bachelor's Degree in parks management, landscape architecture, or a related field from an accredited college or university and four (4) years of experience in park management or professional public administration in the planning and organizing of landscape parks maintenance programs; or eight (8) years of increasingly responsible experience in the maintenance of parks infrastructure including four (4) years of supervisory and management experience..

**Licenses/Certificates**

Possession of a valid California Driver's license.