



City of Tempe

LEAD LANDSCAPE MAINTENANCE COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	633	<i>Department:</i>	Engineering & Transportation
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Lead Landscape Maintenance Coordinator
<i>Safety Sensitive / Drug Screen</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives supervision from the Engineering & Transportation Operations Maintenance Supervisor and other management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience performing irrigation system installation, repair and maintenance duties. Landscape design, permitting and arborist experience is preferred.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of, or required to obtain within six (6) months of hire, the following Arizona Office of Pest Management Certifications: <ul style="list-style-type: none"> - B-3 Right-of-Way/Weed Management - B-5 Turf & Ornamental Horticulture Pest Management - Backflow Prevention Assembly Tester Certification - IMSA Work Zone Safety Certification ● Arborist certification is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values while performing field inspections to assist in monitoring compliance of contractors for City landscape maintenance, service, and related

contracts for medians, right-a-ways, and retention basins. Provides technical assistance to contractors in irrigation repair and the maintenance and irrigation computerized control systems.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Oversee, review, and inspect the work of contractors to monitor compliance with City landscape and landscape maintenance, irrigation, and related contracts, which includes street landscaping, easements, medians, right-a-ways, retention basins, public areas, open space, and other City owned properties to ensure work quality, adherence to contract specifications, and the timely completion of projects.
- Address concerns with contractor for bees, gophers, and other pests on City Street landscaping, easements, medians, rights-of-way, and retention basins.
- Review contractor price quotes.
- Assist supervisor with landscape design.
- Perform final inspections on new or revised landscape areas and prepares punch lists of deficient items for contractors.
- May assist field personnel and contractors in troubleshooting and repairing a variety of irrigation controllers, including electrical troubleshooting of all the systems components.
- Prepares and updates landscape maintenance and irrigation schedules to coordinate the work of contractors.
- Coordinate work schedules with contractors and other departments, divisions and the public.
- Meet with contractors to discuss inconsistencies between the actual work and contract specifications to get resolution; resolves issues in the field; provides contractor with deadlines to ensure the issues are resolved as needed.
- May locate, troubleshoot, and repair valves, pipes and electrical lines using tracers, locators, and line identifiers as well as call-ins, marks, and inspects blue-stake area(s) as needed.
- May perform annual testing and repair work on all types of backflow prevention devices ¾" to 6" as needed.
- Monitor and assist with graffiti abatement.
- Monitor herbicide spraying by contractors in medians, rights-of-ways, and retention basins.
- May assist with the maintenance of minor electrical lighting systems, pumps and other irrigation apparatuses.
- Operate heavy equipment, grounds keeping equipment and hand tools to repair irrigation components.
- Prepare and maintain inspection reports, documents, and related inspection and performance records including backflow prevention logs and graffiti abatement.
- Respond to and resolve service requests, inquiries, complaints and citizen and contractor questions and concerns.
- Assist with emergency coordination during periods of storm damage in order to clear the city roadways and sidewalks of hazards.

- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective June 2023

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Lead Landscape Maintenance Coordinator

Job Code: 633

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time

ENDURANCE				
Sit		X		
Stationary / Stand		X		
Move / Traverse			X	

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*	X			
Power Tools*			X	
Hand Tools*			X	
Personal Protective Equipment*				X
Fumes		X		
Computer Software			X	
Chemicals			X	

ENVIRONMENT				
Indoors		X		
Outdoors				X
Working in or around water		X		
Extreme Heat				X
Extreme Cold				X
Office Setting		X		
Confined Spaces		X		
Excessive Noise**			X	
Heights		X		
Sewage Exposure		X		
Bodily Fluid Exposure		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs		
51-75lbs	X	X
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders	X	
Neck Range of Motion	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**