

EXHIBIT A

CITY OF AGOURA HILLS

PARKS AND LANDSCAPE SUPERINTENDENT

DEFINITION

The position is under general supervision of the City Engineer. The Parks and Landscape Superintendent is responsible for planning, managing, evaluating professional maintenance requirements, and inspection of improvements within the City parks, street medians, equestrian/hiking trails, and other landscaped facilities. This position may also be asked to assist in inspecting improvements within the public right-of-way that include streets, striping, sidewalks, curb/gutter, storm drains, and sewer facilities.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Assigns, coordinates and supervises the work of contract personnel engaged in the care and maintenance of park and street planting areas, and maintenance of the equestrian/hiking trails.
2. Supervises and may need to personally perform the more difficult work involved in the maintenance, repair and minor construction of park and recreation facilities including walkways, restrooms, painting and repairing playground equipment, irrigation system, and buildings.
3. Inspects park facilities, playgrounds, equestrian/hiking trails and other public facilities to insure proper care and maintenance.
4. Reads and interprets landscape and public works plans and oversees the installation of irrigation, plant material, and equestrian/hiking trail improvements, in accordance with the plans and specifications.
5. Supervises the maintenance of the irrigation systems and coordinates the City's tree trimming and graffiti abatement programs.
6. Directs and supervises the preparation, application and required reporting. Maintains appropriate work records and documents, which may include: timesheets, work orders, playground safety inspections, prepares statistical and/or analytical reports, prepares requisitions supplies and materials.
7. Performs general maintenance upkeep of City buildings as required.
8. Keeps records and prepares reports.

9. Supervises contract labor as needed.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a high school diploma, or G.E.D. equivalent, with five years of related field supervision of a landscaping crew. Two years of college work in horticulture and/or landscape design desired.

Knowledge, Skills, and Abilities

Operations of a Citywide landscape maintenance program; principles and practices of landscaping, landscape maintenance, tree trimming and basic facilities repair; methods, materials, tools and equipment used in the maintenance, repair and construction of park and recreational facilities and equipment; methods and techniques for the eradication of plant pests and diseases; principles and practices of program/budget development and administration; applicable Federal, State and local laws, codes and regulations; occupational hazards and standard safety practices and equipment.

Ability to plan and organize work; learn, interpret, apply and explain related laws, ordinances, policies and procedures; prepare and present reports; read and interpret plans; communicate effectively both orally and in writing; meet the public in situations requiring diplomacy and tact; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

Licenses/Certificates

Requires a valid California driver's license at the time of appointment and throughout, the period of employment. Possession or ability to obtain a California Qualified Pesticide Applicator Certificate and/or a Pesticide Advisor's License within 12 months of employment. Possession of or the ability to obtain NPSI (National Playground Safety Inspector) certification within 12 months of employment. Possession of backflow certification.

Physical Tasks and Environmental Conditions

Office/field environment; travel from site to site; construction site environment; exposure to noise, dust, inclement weather conditions, work at heights on scaffolding and ladders; work on uneven surfaces; inspect in confined spaces; and work around heavy construction equipment.