



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## LANDSCAPE SUPERVISOR

#22A-26

### SALARY

\$99,174- \$119,017 / Annually

*COLA salary increases approved for  
additional 3% in October of 2022 & 2023*

**Closing 06/20/22 at 11:59 pm**  
(Opened 05/17/2022)

### Application Process

Apply online at  
[www.CalOpps.org](http://www.CalOpps.org)  
Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

### Selection Process

Skills Testing tentative date: June 29, 2022. Oral Board Interviews tentatively scheduled for July 14, 2022 (via videoconference).

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



### WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the [core values](#) of **excellence, integrity, service and creativity**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently

to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Parks team that fosters innovation, creativity and collaboration, we hope you'll apply.

### ABOUT THE POSITION

This is an excellent opportunity for a motivated professional to provide highly responsible supervision in helping the Parks Division meet its goal of fostering a range of recreational opportunities through amazing park spaces. This position plans, organizes, directs, supervises and reviews the activities of assigned crews in the maintenance and development of park and median landscaped areas; will perform technically complex maintenance duties and provide responsible and technical staff assistance as needed.

### Work you will enjoy:

- Plan, direct, coordinate, supervise the work of the Landscape Maintenance Section within the Parks, Recreation and Community Services Department.
- Supervise, train and evaluate the work of subordinates including independent and/or general contractors and prepare required reports.
- Oversee, coordinate and implement safe work procedures for assigned work unit or section.
- Review work and program needs, schedule personnel and equipment in accordance with job requirements.
- Schedule, plan/coordinate personnel, equipment & supplies to complete designated tasks.
- Prepare requisitions for materials and supplies; assist in preparing equipment and program specifications.
- Operate and transport heavy equipment including truck and trailer combination, water truck, backhoe and other equipment as may be required for a variety of landscape maintenance and repair operations.
- Perform a variety of field maintenance and system repairs as may be required.
- Provide Commercial Driver's training to subordinates as well as employees of various departments as required.
- Inspect project sites to evaluate work process and quality including contractor's work verifying work and billing for payment; resolve work problems; determine additional needs; assure continuous support and follow-up.
- Evaluate work progress, resolve work problems and determine additional needs on an ongoing basis.
- Collect and analyze information; complete and maintain a variety of records and reports.
- Prepare budget estimates and other requested reports.



**The Successful candidate will enjoy the Following benefits:**

- **Public Employees Retirement System:** (PERS) 2%@60 for current members, 2%@62 for new members
- **Health Insurance:** The City pays 90% of premium, up to \$1,871/Mo.
- **Dental & Vision insurance:** 90% premium paid by the City.
- **Employee Assistance Program**
- **Vacation:** 10-25 days per year
- **Sick leave:** of 12 days per year
- **Holidays:** 15 paid days per year
- **Fitness center:** access at City facilities
- **Education, Technology & Wellness Reimbursement program.**
- **Commuter program** available (6-minute walk from Caltrain)

**Employee Safety amidst COVID-19**

The City presently provides unlimited COVID testing for employees and their family members. The City typically follows San Mateo County guidance regarding masking and other public health measures.

**CITY VALUES - Our Core Purpose:**

Build a Great Community Together  
**The values that guide us are:**

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

**THE IDEAL CANDIDATE**

Our ideal candidate will embrace the City’s emphasis on excellent customer service; have the ability to lead and support staff in a team environment to complete all assignments; have a demonstrated ability to be reliable and dependable as well as self-sufficient, resourceful and accountable; will use initiative and independent judgment to make responsible decisions, will be able to establish and maintain contact with external agencies to be kept abreast of maintenance practices and latest technologies; will lead by example by maintaining a strong record of attendance and punctuality and by demonstrating a professional work ethic; will possess strong landscape maintenance and construction skills, as well as lead supervisory experience so as to guide and lead the section; will be a team player who likes working with a variety of City staff and the public, and have a sense of humor.

**MINIMUM QUALIFICATIONS**

*Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:*

**Training, Education & Experience**

**Experience:**

Three years of increasingly responsible experience in landscape maintenance and construction, including some lead supervisory experience.

**Training and Education:**

Equivalent to the completion of the twelfth grade supplemented by college level courses or technical training specializing in horticulture or park maintenance.

**Licenses & Certificates**

A valid California Driver’s License and proof of automobile liability insurance may be required.

**Knowledge of:**

- Materials, methods practices and equipment used in landscape maintenance, landscape construction and general building construction activities.
- Basic carpentry, electrical and plumbing skills.
- Occupational hazards and standard safety precautions necessary in the work place as outlined in SB198 (Americans with Disabilities Act).
- Principles and practices of supervision, budgeting, and personnel management.
- Horticultural practices and familiarity of municipal landscape practices.
- Basics of concrete construction and inspection practices.
- Principles and practices of administration, budget and personnel management.
- Hazards and accepted safety precautions in the construction trades.
- Safe driving principles and practices.

**Ability to:**

- Plan, organize, direct, review and supervise the work of employees in the Landscape Maintenance Section.
- Evaluate maintenance needs and problems; identify materials and resources required to solve problems.
- Assist in the preparation of the section budget for review by the Manager.



- Read and interpret plans and specifications, work from sketches, penciled layout and blueprints, prepare plans for minor projects; Prepare and maintain a variety of records and reports.
- Supervise, train, develop and evaluate full-time and part-time employees.
- Understand and carry out both oral and written instructions in an independent manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Estimate time, materials and equipment needed to perform maintenance and repair work.
- Make decisions and communicate the decision process and outcomes with subordinates and management team.

**Skill to:**

- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.
- Operate equipment used by crews to assist when necessary.
- Operate and transport heavy equipment including truck and trailer combination, water truck, backhoe and other equipment as may be required for a variety of landscape maintenance and repair operations.

**Special Requirement:**

*Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 lbs.; exposure to outdoors confining work space, electrical hazards, chemicals, dust and mechanical hazards; and some ability to travel to different sites.

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**Supplemental Questionnaire  
Landscape Supervisor #22A-26  
City of Redwood City**

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The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. While there is not a strict minimum or maximum word count, we encourage you to take your time to reflect on the prompts and submit thoughtful and complete answers.

1. What types of equipment are you proficient in using? Please list and provide expertise level and estimated number of hours operating? (Example: Bobcat Loader- highly skilled, 5,000 hrs. Continue with other types of equipment like mini excavator, backhoe, tractor (use a separate line for each attachment please), ride on mowers, rolling compactors, ditch unit (with units etc.)
2. What computer programs, applications or websites do you regularly use in your course of work? Provide details for any unique programs.
3. What is your experience in landscape construction projects? Provide an examples; What role did you play, what decisions did you make?

**[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)**  
*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.  
Any provisions contained in this bulletin may be modified or revoked without notice.*