



CITY OF SIMI VALLEY

Announcing an Outstanding Career Opportunity

Maintenance Superintendent (Landscape)



Salary: \$85,138 - \$109,356 annually, plus excellent benefits. Benefits include fully paid medical for most plans (including family coverage) as specified in the current management resolution.

Position: Responsible for managing and coordinating the day to day operation of the Landscape Maintenance Section, which includes supervising 13 staff persons; managing a 3.1 million dollar budget; overseeing daily contractual work performed by contractors throughout three Landscape Maintenance Districts, two Tree Pruning contracts, and one Pesticide and Herbicide contract; monitoring and directing watering schedules and practices to ensure compliance with current water restriction mandates during potential drought years; providing or contracting out for professional landscape architectural design and review services, which includes developing and implementing landscape and irrigation upgrade projects; and addressing homeowner's concerns, inquiries, and requests regarding the City's landscape maintenance practices involving tree trimming and planting policies, tree root damage to streets and sidewalks, lateral sewer lines and/or private property.

Minimum Qualifications:

Any combination of education/experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training in horticulture, arboriculture, or a related field.

Experience: Four years of responsible landscape experience including one year of administrative and/or lead supervisory experience.

The Ideal Candidate Will Possess the Following:

- Strong background in landscape maintenance administration and operations including contract and specification writing.
- Knowledge of safety & personnel training, including a strong background in plant horticulture, irrigation infrastructure operation, and computer software involving irrigation water timing & scheduling.
- Innovative approaches to meeting equipment needs of a landscape maintenance operation.
- Strong computer skills in creating spreadsheets, memos, and composing emails.
- Strong customer service skills; strong communication skills, both verbally and in writing.
- Experience managing multiple personnel, projects, and assignments.
- Ability to evaluate, assess, and resolve problematic situations in a professional manner.
- Ability to work with vendors & staff to purchase materials/equipment needed to maintain public infrastructure; experience with a typical Maintenance Work Order processing system.
- Experience in recruiting and hiring personnel, as well as developing and evaluating employees.
- Knowledge and familiarity of budgeting processes and invoice management software.
- Strong analytical skills, having the ability to solve problems and adapt with changing conditions.
- Ability to provide inspiring leadership to produce quality work while maintaining positive morale.
- Experience working in a unionized environment.
- Experience with budget and finance programs (Munis).

The City of Simi Valley is an Equal Opportunity Employer

Benefits:

- Retirement: CalPERS 2% @ 55 or 2% @ 62 defined retirement plan. Employees currently pay a 7% contribution.
- Medical: \$136/mo, plus up to \$2,040.18/mo in "Simiflex Dollars" (cash to offset the cost of health or other optional benefits).
- Dental: A PPO and HMO plan are available. Employee cost ranges from \$0 to \$52 per month.
- Vision: A plan is available for a cost of \$2.66 per month.
- Life Insurance: \$101,000 for employees and \$5,000 for each dependent is provided at no cost.
- Disability Insurance: Paid by the City.
- Retirement Health Savings Plan: \$200 per month.
- Deferred Compensation: 401(k) plan; the City will match employee contribution up to \$185.83 per month.
- Annual Leave (Vacation & Sick Leave): 227.5 hours/year - first five years; 267.54 after five years; & 279.5 after ten years.
- Holidays: 11 paid holidays per year (paid at eight hours each), as well as an 8-hour floating holiday.
- Alternative Work Schedule: a 4/10 schedule with Monday or Friday off.

Optional benefits and tuition reimbursement are also available.

For complete details on the benefits provided for this position, please visit: <https://www.simivalley.org/home/showdocument?id=17449>



City of Simi Valley Human Resources

2929 Tapo Canyon Road

Simi Valley, CA 93063

www.simivalley.org

Questions? Contact Human Resources via e-mail at jobs@simivalley.org or call (805) 583-6743.

The provisions on this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

Application and Recruitment Process

Applications will be accepted until 5 p.m. on November 6, 2020, or when 75 applications are received, whichever occurs first. Apply online at www.Calopps.org.

Resumes are not accepted in lieu of the City's Application form. Employment applications and supplemental questionnaires must be complete, contain a minimum of ten years of experience (appropriately), and list gaps of employment.

Selection Process: Candidates who possess the best combination of qualifications will be invited to interview; an interview is not guaranteed.

Applicants seeking Veteran's Preference must submit form DD214.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.