



"Building community and enhancing quality of life through people, parks, and programs."

Greater Vallejo Recreation District
395 Amador St.
Vallejo, CA 94590
www.gvrd.org

Job Announcement

The Greater Vallejo Recreation District
invites applications

Position: Landscape Supervisor

Department: Maintenance

Job Opening Date: April 13, 2021

Location: Parks

Deadline for applying: Open Until Filled

Position Type: Full Time

Salary Range: \$38.93 - \$47.34 hourly

The Greater Vallejo Recreation District is a Special Service District that has been serving area residents for over sixty years. As a Special Service District, GVRD operates as a separate government agency from the City of Vallejo. GVRD manages 407 acres of public park space including 20 neighborhood parks, 10 community parks, 6 special purpose parks, and Olympic-size swimming pool and 4 community centers. GVRD maintains over 1,000 acres of public land.

GVRD is governed by a five-member Board of Directors. With 30 plus full time and approximately 155 part-time and seasonal employees, GVRD operates on a 2019-2020 fiscal year budget of \$7.9 million for general fund operations and Measure K funding amounting to \$2.2 million. The Measure K funding is being utilized to purchase necessary equipment, improve parks, facilities.

GENERAL SUMMARY

This position is responsible for planning, organizing, and supervising staff in landscape activities, defining and adhering to fertilization requirements, conducting inspections of grounds, and responding to resident concerns.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of these job duties and responsibilities is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this announcement.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.

- Conducts inspections of park grounds to determine maintenance and structural deficiencies.
- Confers and meets with all parties connected to the Parks Maintenance Division.
- Responds to and resolves residents' concerns and questions.
- Generates a variety of reports and correspondence related to Park amenities and functions.
- Performs job functions in a departmental head supervisory role as requested by the General Manager or their designee when needed.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from a four year accredited college or university with major course work in park/landscape maintenance (or related major area of study).
- Four (4) to six (6) years' experience in landscaping, park maintenance and operations

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- California Department of Pesticide Regulations Qualified Applicator's Certificate (QAC), International Society of Arboriculture (ISA) Arborist Certificate, Playground Safety Inspector Certificate (CPSI), Certified Irrigation Auditor through the Irrigation Association (IA)
- Possession of a valid driver's license and maintenance of an acceptable driving record while employed
- Possession of, or ability to obtain, a valid Community CPR/First Aid Basics certificate.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment, including applicable software
- Principles and practices of employee supervision
- Landscape equipment and tools
- Ornamental horticulture, planting mixtures, fertilization requirements, and plant pest diseases
- Seasonal park and landscape maintenance

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Organization and time management
- Public speaking
- Bilingual in English/Spanish is a plus

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

- Determine course of action with regard to repairs of park amenities
- Prepare clear and concise reports and correspondence

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle			X
Warehouse environment		X	
Shop environment		X	
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (below 32 degrees)	X		
Extreme heat (above 100 degrees)		X	
Communicable diseases		X	
Moving mechanical parts		X	
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (85+ decibels such as heavy trucks, construction)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires occasional exposure to unpleasant environmental conditions and/or hazards and is generally sedentary. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. This position falls under the Disaster Service Worker designation.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 6:30 a.m. to 3 p.m.

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

APPLICATION PROCESS

To be considered for this career opportunity, please submit a GVRD employment application to the main office, Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA or electronically to HR@gvrdd.org. **Resumes without GVRD employment application** will not be considered for this position. Please visit <http://www.gvrdd.org/> click: About Us/Human Resources/Human Resources for full job description and employment application or employment applications are available at the main office. Office hours are 8:00 a.m. to 5:00 p.m.

SUPPLEMENTAL INFORMATION

Pre-Screening

GVRD will consider applicants who meet the minimum qualifications for the position and who have provided all requested application materials will be considered for an interview.

Pre-employment

Selected candidate will be required to successfully complete pre-employment background check including fingerprint check and reference check.

Testing

Candidates invited to interview in person may be asked to complete position specific exercises and/or testing.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.