

## Landscape Technician III

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### **DEFINITION**

This is complex supervisory work involving the coordination of various landscaping projects.

The incumbent translates client requirements into specific landscaping projects by supervising the programs performed by City field crews and overseeing contracts carried out by independent contractors. Work differs from that of the Landscape Technician II in that this class has responsibility for the overall coordination and supervision of the City's landscaping activities. Duties include the administration of Forestry services contracts, capital tree planting programs, and public extension, as well as the administration of the Boulevard Bylaw and the Corporate Tree Policy. The incumbent organizes bid reviews, prepares acceptance recommendations, and organizes site inspections. Responsible for supervision of subordinate departmental staff and for overseeing the work of contract employees for adherence to the terms of contracts.

Considerable independent judgement is required to meet daily objectives, with general instructions on new assignments being provided by a supervisor. Work is reviewed through regular discussions and meetings with a supervisor.

### **TYPICAL DUTIES\***

Coordinates, assigns, and supervises the work of Landscape Technicians I and II.

Participates in the administration of Forestry Services, contracts, capital tree planting, and public extension.

Organizes bid reviews, and prepares acceptance recommendations for various contracts pertaining to planting, watering, fertilizing, transplanting, pruning, and so on.

Oversees the work of contractors and directs support staff during project implementation.

Approves contract invoices for payment.

Prepares specifications for program requirements and contract documents.

Coordinates the annual Capital Tree Planting Program; also supervises initial tree maintenance on all new plantings.

Coordinates the inspection and acceptance of tree projects initiated internally or externally, including Final Acceptance Certificate and Contraction Completion Certificate programs.

Provides clients with cost estimates for various services available.

Ensures the application of appropriate chargeout procedures.

Inspects and evaluates contract services, maintaining applicable performance records.

Coordinates administration of the Boulevard Bylaw, including inspection scheduling, report preparation and billing-charge initiation.

Coordinates administration of the-Boulevard Bylaw including inspection, scheduling, report preparation, and billing charge initiation.

Coordinates administration of the Corporate Tree Policy including project prioritization, report preparation, billing, and revenue recovery. Also coordinates the application of the City's Tree Reserve funds.

Participates in the development of annual work plans and budgets, and reviews all landscape planting plans. Administers the City's tree inventory systems..

**Landscape Technician III**

Provides technical information, interprets departmental policies and standards, and monitors staff safety programs.

Coordinates the preparation of applicable police reports, including follow up reviews and analyses.

Performs related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Extensive knowledge of landscape and construction techniques and practices.

Extensive knowledge of landscape and construction terminology.

Ability to translate client landscaping requirements into specific projects and to provide effective contract management.

Ability to coordinate and prioritize projects.

Ability to coordinate, assign, and supervise the work of subordinates. Ability to establish and maintain effective working relationships

Ability to communicate effectively orally and in writing.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion. of a two (2) year diploma in landscaping or in a related field from a recognized Institute of Technology and eight (8) years of experience in landscape construction, including two (2) years in a supervisory capacity. Possession of a valid Class 5 Alberta Motor Vehicle Operator's License.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0774		0775	
Last Updated:	1991-12			
Previous Updates:				
Originated:	1991-07			