

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Manager – Landscape</b>	Department:	Transportation Administration
Requisition Number:	2017189		
Hours:	7:00 am to 4:00 pm, may vary	Rate of Pay:	\$45,160.83 to \$55,196.57 Annually
Date Posted Up:	11/22/17	Date Posted Down:	12/5/17
Time Up:	8:00 am	Time Down:	5:00 pm

**SUMMARY**

Working under the direction of the Public Works Deputy Director and the Right of Way Manager, incumbent is responsible for all landscape maintenance. Incumbent is a “working manager”, working alongside the Maintenance Supervisor and Gardeners, establishing and overseeing daily work schedules. Incumbent works horizontally, across the organization, in planning and implementing both routine and special programs and projects. Incumbent works with the Right of Way Manager during off-season months to clear snow from the trail system, as needed. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Schedules and assigns work to maintenance/landscape employees working alongside and ensures completion of work with proper recording of completed work;
- Develops long range landscape improvement programs for right-of-way space identified through transportation project planning;
- Assists PW Managers in planning and strategizing landscape needs for Transportation projects;
- Supervises, coordinates, and schedules landscape projects and maintenance of areas in the City’s right-of-way;
- Monitors and maintains to an acceptable standard overall appearance and maintenance of all landscape areas; initiates the proper maintenance or remedial work with assigned work crews;
- Responsible for the necessary tasks and direction of snow removal from the trail system during the off-season months, as needed;
- Plants, cultivates, waters, weeds, sprays, prunes and fertilizes trees, shrubs, lawn, flower gardens and landscape areas; mows and maintains turf;
- Performs preventative maintenance and minor repair on motorized equipment;
- Operates a variety of hand and power tools, equipment and mowers;
- Maintains tools and work area in a clean and orderly condition;
- Maintains landscape materials and supplies inventory;
- Assists in writing specifications and selection of plant material;
- Maintains accurate written records to substantiate work completion and projection;
- Trains employees in proper plant care techniques and maintenance and operation of equipment;
- Assists in preparing personnel, material and equipment budgets;
- Interviews, hires, and trains employees; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addressing complaints and resolving problems;
- Maintains good relations with the public; provides excellent customer service;
- Communicates well both verbally and in writing; understands written and verbal instructions;

- Maintains a clean personal appearance and good hygiene;
- Performs duties in accordance with the City's safety rules and operating regulations and practices;
- Reports irregularities and abnormal conditions.
- Works in an indoor/outdoor environment year-round as required

### **MARGINAL DUTIES AND RESPONSIBILITIES**

- Has strong computer skills;
- Maintains attendance records and approves time cards;
- Establishes and maintains effective working relationship with/between subordinates;
- Performs other duties as assigned.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises two (2) full-time employees and seasonal employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Any combination of experience/education equivalent to a Bachelor's degree or M.S. degree in Landscape Architecture or Horticulture and three (3) years of progressively responsible experience in landscape operations with at least one year in a supervisory/management position;
- Strong leadership and supervisory skills;
- Working knowledge of ornamental plants for design and care;
- Demonstrated ability in record keeping, schedule development, personnel management;

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License if City vehicle is used.
- Valid Indiana Pesticide Application License in Category 3A (or ability to acquire within one (1) year).

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics 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.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.