

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Landscape Supervisor II  
SERIES: Natural Science

GRADE: H CODE: 4465  
DATE: 09/25/01  
FLSA: Exempt

### Class Definition

Under direction, applies fully proficient knowledge of landscaping and plant management in managing a comprehensive landscape program for a geographical area of the county.

Manages the budget and work program of staff engaged in installation of planted areas, gardens, and displays for county parks and other natural areas. Surveys parks, gardens, and other Commission facilities to determine major landscaping needs. Recommends maintenance and capital improvement projects. Assists landscape architects in the design of gardens and landscaped areas. Employees receive general assignments of an ongoing nature and plan and carry-out the work in accordance with standard professional practices, handling most unusual matters and problems encountered in the work. Work is reviewed for technical adequacy and fulfillment of requirements. Performs other duties as assigned.

### Examples of Important Duties:

1. Supervises landscape maintenance crews engaged in maintaining parks, gardens, and other landscaped areas. Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Recommends the selection of staff. Trains lesser experienced staff. Responsible for writing performance reviews, initiating recognition and disciplinary actions, and approving time cards and leave requests. Keeps records and prepares necessary reports. Oversees recruitment, retention, recognition, and evaluation of volunteers.
2. Plans and directs the implementation of major landscape programs for a geographical area. Surveys parks, gardens, and other Commission facilities to determine major landscaping needs. Recommends maintenance and capital improvement projects to be accomplished. Assists landscape architects in the design of gardens and landscaped areas. Estimates materials, equipment, supplies, and other resources needed. Monitors, inspects, and approves work of contractors performing work.
3. Installs and may design botanical displays for Commission facilities. Reviews planting plans and selects plants and designs layout of seasonal outdoor gardens and indoor plant displays. Coordinates height, color, texture, peak performance, landscaping and other variables to create artistic and functional designs from season to season. Orders plants, shrubs, and trees from nursery/greenhouse or other sources.

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### Examples of Important Duties: (cont.)

4. Implements tree care program, such as pruning, de-staking, mulching, and weeding. Directs the digging of plant materials and filling of tree requests. Plans, coordinates, and directs grading, seeding, or sodding, and wildflower meadow installation and maintenance. Implements reforestation and habitat restoration projects.
5. Maintains records, files, inventory pertinent to areas of responsibility. Prepares routine and technical reports and correspondence. Maintains real property, fleet vehicles, equipment, tools, supplies, and materials pertinent to areas of responsibility.
6. Manages unit's budget. Prepares annual budget requests for areas of responsibility. Controls expenditures in accordance with approved budget. Initiates purchases of supplies and materials. Reviews product catalogs and meets with vendors to obtain price quotes and prepares purchase requests. Prepares requests for proposals, bid specifications, and oversees and approves the work of contractors.

### Important Worker Characteristics

Considerable knowledge of: (1) landscaping; (2) supervision; (3) plant taxonomy; (4) botany (5) pesticides/integrated pest management; (5) Commission organization, policies, and procedures\*; (6) AA/EEO; and (7) safety.

Skill in operation of: (1) vehicle; (2) office equipment; (3) personal computer including word processing, spreadsheet, and appropriate software; and (4) equipment and tools used in landscaping.

Ability to: (1) solve complex problems; (2) analyze and evaluate data; (3) calculate fractions, decimals, and percentages; (4) interpret technical reports and correspondence; (5) read and write technical reports and correspondence; (6) communicate effectively; (7) organize work efficiently and effectively; (9) provide courteous service; and (10) may be required to lift up to 50 pounds unaided.

\*Developed primarily after employment in this job class

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Minimum Qualifications

1. Bachelor's Degree in horticulture, arboriculture, forestry, or related field; and
2. Three years of progressively responsible professional experience in landscaping or closely related field; to include one year in a supervisory role and one year as a registered pesticide applicator; or
3. An equivalent combination of education and experience.
4. Valid driver's license.
5. A Maryland State Pesticide applicator's license must be obtained within 6 months of employment.

Working Conditions

Works in office or field. Considerable pressure to meet deadlines. May work evenings and weekends. May be exposed to weather and horticultural chemicals.