

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Landscape Supervisor I
SERIES: Natural Science

GRADE: G CODE: 4464
DATE: 09/25/01
FLSA: Exempt

Class Definition

Under direction, applies principles of landscaping and plant management in the supervision of work crews responsible for landscape development and maintenance. Supervises the work 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 landscaping needs. Incumbents receive program specific assignments and plan and carry-out the work in accordance with standard professional practices. Resolves most problems encountered on their own. Refers unusual problems to supervisor for resolution. 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. Assists in recommendations concerning the selection of staff. Trains lesser experienced staff. Responsible for writing performance reviews, recommends recognition and disciplinary actions, and approves time cards and leave requests. Issues tools, equipment, supplies and materials. Keeps records and prepares necessary reports. Oversees recruitment, retention, recognition, and evaluation of volunteers.
2. Plans landscape maintenance projects. Surveys parks, gardens, and other Commission facilities to determine major landscaping needs. Assists supervisor or landscape architects in the design of gardens and landscaped areas. Estimates materials, equipment, supplies, and other resources needed. Monitors, inspects, and recommends approval of 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.
4. Implements tree care program for newly planted trees, such as pruning, de-staking, mulching, and weeding. Assists with wildflower meadow installation and maintenance and reforestation and habitat restoration projects.

5. Maintains records, files, inventory pertinent to areas of responsibility. Prepares routine reports and correspondence. Maintains real property, fleet vehicles, equipment, tools, supplies, and materials pertinent to areas of responsibility.

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Examples of Important Duties: (cont.)

6. Monitors unit's budget. Makes recommendations to supervisor on annual budget for areas of responsibility. Initiates purchases of supplies and materials. Reviews product catalogs and meets with vendors to obtain price quotes and prepares purchase requests. Prepares bid specifications and oversees the work of contractors.

Important Worker Characteristics:

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) motor 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 routine problems; (2) calculate fractions, decimals, and percentages; (3) read and write reports and correspondence; (4) communicate effectively; (5) organize work efficiently and effectively; (6) provide courteous service; and (7) may be required to lift up to 50 pounds unaided.

*Developed primarily after employment in this job class

Minimum Qualifications:

1. Bachelor's Degree in horticulture, arboriculture, forestry, or related field; and
2. One year of experience in landscaping or closely related field plus one year experience 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 may be required 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.