CITY OF FOLSOM

LANDSCAPING & LIGHTING DISTRICT MANAGER

DEFINITION

Under general direction, plan, direct, and organize tax revenues, budgets, and maintenance contracts for lighting and landscaping districts and community facilities districts (CFD)

SUPERVISION EXERCISED

Exercise direct and indirect supervision over lower level managerial, professional, technical, and/or clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Direct expenditures for district landscaping and lighting.
- Oversee contractors, approve contracts and invoices, and recover damage and accident losses.
- Schedule daily and weekly maintenance and repairs for landscaping and lighting.
- Conduct inspections of the work performed by various contractors.
- Conduct project coordinating and management with contractors and consultants.
- Develop and manage a capital improvements plan.
- Create and process professional service, maintenance, and construction agreements.
- Coordinate and oversee yearly engineer's reports.
- Provide direction to the Advisory Committee.
- Conduct financial analysis and create budgets for each district.
- Ensure compliance of City specifications and required performance standards.
- Work with citizens in resolving service requests and complaints.
- Prepare reports on the administration of lighting and landscaping.
- Prepare and/or participate in the preparation of formal documents for the City Council's approval of new and annual budget updates of existing landscaping and lighting districts and Mello-Roos Service District.
- Respond orally and in writing to public inquiries regarding landscape and/or lighting service and installations.
- Create and implement innovative funding solutions for special projects.
- Serve as staff and provide direction to the Landscaping and Lighting District Advisory Committee.
- Assign work, make hiring decisions, supervise, train, discipline, and evaluate the performance of subordinate staff.
- Perform related duties as assigned.

- Provide plan review for new improvements and construction projects within landscaping and lighting districts
- Administer formation of new and changes to districts

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Principles, techniques, and methods of landscape architectural design, installation, and maintenance.
- Principles and practices of lighting design, installation, and maintenance.
- Principles and practices of contract administration.
- Use and adaptability requirements of both native and cultivated plants, trees, and shrubs in landscape situations.
- Construction and maintenance methods, materials, and equipment.
- Laws and regulations applicable to forming, updating, contracting, constructing, and maintaining landscape and lighting districts and Mello-Roos Service Districts.
- Principles of project programming and control.
- Principles and practices of employee supervision, training, and performance evaluation.
- Common word processing, spreadsheet, and database software.

Ability to:

- Direct and supervise others, organize tasks and projects, coordinate with outside agencies and contractors
- Read and interpret landscape plans including profiles, sketches, color renderings, specifications, and estimates of labor and material requirements and costs.
- Explain technical information concerning landscape and lighting matters.
- Prepare detailed reports and present information in a complete and effective manner.
- Make effective presentations before community groups and establish sound public relations.
- Analyze situations and take effective courses of action.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train, discipline, and evaluate subordinates.
- Effectively communicate verbally and in writing.

Minimum Qualifications:

Education:

A bachelor's degree in landscape architecture, public administration, urban planning, engineering, business administration, or a closely related field from an accredited college or university.

Experience:

Two (2) years of full-time, increasingly responsible administrative or supervisory experience with landscape construction and maintenance.

License, Certificate, Registration Requirements:

- Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of a valid Certificate of Registration as a Civil Engineer in the State of California is highly desirable.

Physical Requirements:

Work is performed in a typical office environment and outdoors (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise. (8) rough terrain; walking; climibing; accessing construction sites; viewing trenches; inspecting construction; inspecting projects on arterials roadways; inspecting fallen trees/accident scenes

Information Block

Class Code: FLSA Status: Established: Revised: Retitled:

Workers Compensation Code

Bargaining Unit: