

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: LANDSCAPE SUPERVISOR**

**Posting# 7600-0317jhm**

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

**STARTING SALARY: Step 39 \$22.89 to Step 45 \$26.31 per hour, \$1,831-\$2,105 Bi Weekly**

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: February 21, 2017**

**CLOSING DATE: Open Until Filled**

**\*All applications received by March 7, 2017** will be screened by the Human Resource Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The HR Office will continue to consider qualified candidates as needed until the position is filled.

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:** Under the general direction of the division manager, oversees and performs work related to the development and maintenance of county landscapes. Supervises inmate workers as well as full-time and temporary personnel.

**DUTIES INCLUDE:** Supervises, plans, coordinates, and directs the work of assigned personnel. Assists with staffing decisions including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel. Participates as a member of the Division Management Team including informing and advising the team of project and maintenance status. Makes budgetary recommendations for both capital and operational expenses. Assists in the planning, design, maintenance, remodeling, and construction of county landscapes. Supervises and performs a variety of unskilled to journey-level maintenance, construction, and repair tasks. Pours concrete curbs and repairs sidewalks. Removes snow from county grounds. Determines property maintenance needs and orders materials when required including flowers, trees, shrubs, sod, sprinkler parts, chemicals, and tools. Schedules work assignments and provides instructions, tools, and equipment as needed. Develops project plans and provides cost and labor estimates. Designs sprinkler systems for county grounds and supervises the installation. Calculates water pressure and valve and pipe coverage needs. Trenches and connects lines and fittings and installs automatic timers. Assesses condition of plants and soil. Oversees planting, pruning, and mowing of vegetation on county grounds including the use of various hand and power tools and the operation of riding and push lawn mowers. Maintains and repairs a variety of hand and power tools. Conducts operational maintenance on vehicles and motorized equipment. Determines use of herbicides, pesticides, fertilizers, ice melt, and other ground and vegetation applications.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Knowledge in:** basic maintenance, carpentry, electrical, and construction methods, sprinkler installation and repairs methods, plant care techniques and supervisory techniques.

**Skills in:** Skill in reading, writing, and basic math, operating power equipment such as lawn mowers, edger's, weed eaters, and related hand tools.

**Ability to:** maintain cooperative relationships with those contacted in the course of work activities, effectively train others in work processes, **and** coordinate multiple activities simultaneously.

**REQUIREMENTS FOR EMPLOYMENT:** Equivalent to an Associates Degree related to landscape management; and six (6) years work experience related to landscape maintenance in an industrial or public facility setting. Preference may be given to applicants with lead or supervisory experience. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:** Applicants must possess a valid driver license and obtain a valid State of Utah driver license within 60 days of employment. Incumbent must obtain and thereafter maintain a State of Utah certification as a Pesticide Applicator during the probationary period for new hires or during the trial period for County employees promoted to this classification through a competitive recruitment process.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of HR Management, 100 East Center, Suite 3800, Provo, UT 84606, or email an official Utah County Government application and required attachments to [humanresources@utahcounty.gov](mailto:humanresources@utahcounty.gov) by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The HR Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The HR Department reserves the right to call only the most qualified applicants to any of the examinations.