



# Landscape Supervisor

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 723  
Supervisory: Yes  
Reports to: Division Manager – Buildings and Grounds

### Summary

Under general guidance and direction of the Division Director – Buildings and Grounds, oversees and performs work related to the development and maintenance of county landscapes. Supervises inmate workers and full-time and temporary employees.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel.
2. Assist with staffing decisions including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel.
3. Participate as a member of the Division Management Team; inform and advise the team of project and maintenance status.
4. Make budgetary recommendations for capital and operational expenses.
5. Assist in the planning, design, maintenance, remodeling, and construction of county landscapes.
6. Schedule, supervise, and perform a variety of unskilled to journey-level maintenance, construction, and repair tasks.
7. Remove snow from county grounds.
8. Develop and administer preventative maintenance programs; schedule and assign personnel to routine and emergency projects.
9. Determine property maintenance needs; order materials when required, including flowers, trees, shrubs, sod, sprinkler parts, chemicals, and tools.
10. Schedule work assignments; provide instructions to workers; administer tools and equipment as needed.
11. Develop project plans; provide cost and labor estimates.
12. Design sprinkler systems for county grounds; supervise installation.
13. Calculate water pressure and valve and pipe coverage needs.
14. Trench and connect lines and fittings; install automatic timers.
15. Assess condition of plants and soil.

### For Office Use Only

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Job Title: Landscape Supervisor  
FLSA: Non-Exempt  
Effective Date: 6/27/2022  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

16. Oversee 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.
17. Maintain and repair a variety of hand and power tools.
18. Transport equipment and materials to and from job sites.
19. Conduct operational maintenance on vehicles and motorized equipment.
20. Determine use of herbicides, pesticides, fertilizers, ice melt, and other ground and vegetation applications.
21. Respond to emergency situations on an on-call basis.

### **Knowledge, Skills, and Abilities**

- Knowledge of basic maintenance, carpentry, electrical, and construction methods
- Knowledge of sprinkler system design, installation, and repair
- Knowledge of supervisory techniques
- Knowledge of plant care techniques
- Knowledge of herbicides, insecticides, fertilizers, and natural methods used to control problems and improve plant health
- Knowledge of tree care and pruning
- Skilled in reading, writing, and basic math
- Skilled in operating power equipment such as lawn mowers, edgers, weed eaters, and related hand tools
- Skilled in diagnosing and treating insect and disease problems in plants, lawns, soils, trees, and shrubs
- Skilled in performing water audits and troubleshooting sprinkler systems
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to effectively train others in work processes and day-to-day landscape maintenance activities
- Ability to coordinate multiple activities simultaneously

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but work is frequently performed for sustained periods outdoors and in hot, cold, or inclement weather. This position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. This role requires the use of protective devices such as masks, goggles, and gloves and may expose incumbent to unknown and dangerous conditions. The employee may have direct contact with inmate workers who have been screened and approved to work, presenting additional risk. This role routinely uses standard office

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equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually very loud. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file and lift supplies up to eighty (80) pounds. The employee regularly drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree or equivalent in landscape management, plant science, horticulture, or a related field.
2. Six (6) years of landscape maintenance work in an industrial or public facility setting.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants with lead or supervisory experience.
2. Preference may be given to applicants with the following:
  - a. Commercial Driver License
  - b. Forklift certification
  - c. Pesticide applicator license
  - d. Master Gardener Certification
  - e. Arborist certification

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**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants must obtain the following during the probation or trial period:
  - a. State of Utah Certification as a Pesticide Applicator
  - b. Forklift certification
  - c. Commercial Driver License
  - d. Master Gardener Certification
  - e. Arborist Certification

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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