



CITY OF VISTA
Department of Human Resources
200 Civic Center Drive
Vista, CA 92084

<http://www.cityofvista.com/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Public Works Supervisor - Landscape Inspection**

An Equal Opportunity Employer

SALARY:

\$29.53 - \$35.90 Hourly
\$2,362.62 - \$2,871.69 Biweekly
\$5,119.00 - \$6,222.00 Monthly
\$61,428.00 - \$74,664.00 Annually

OPENING DATE: 08/14/14

CLOSING DATE: Continuous

DESCRIPTION:

THE POSITION

Located just seven miles inland from the Pacific Ocean in northern San Diego County, the City of Vista is approximately 19 square miles long with a population of over 96,000. Residents enjoy a wide range of year-round outdoor activities in a setting of gentle rolling hills and pleasant rural surroundings. Vista has a rich history and progressive future with a variety of opportunities to work, live and play in North County. The City has more than 25 educational institutions for Vista youth and a business park with over 800 local, national and global companies.

The City's mission is to provide exceptional services, to improve Vista's quality of life, and to enhance the uniqueness of the Vista community.

This is an at-will, management position that reports to the Public Works Operations Manager and serves at the pleasure of the Director of Public Works. The position performs various duties related to the inspection of landscape maintenance work performed by contractors for the City; performs field inspection of irrigation and landscaping installation by private contractors for City projects to insure compliance with approved landscape plans, specifications, City standards, or maintenance contract provisions; supervises, evaluates, trains and coordinates the work of assigned public works landscape inspection staff.

Key Responsibilities Include:

Plans and oversees the City's irrigation and landscape construction inspection program for public landscape projects, as well as the inspection and administration of City landscape maintenance contracts.

Reviews and recommends approval of change orders and amendments to maintenance contracts; conducts field inspections of landscape construction work performed by private contractors, and provides field direction; typical landscape areas include, but are not limited to, parks, slopes, medians, parkways, public trails and open spaces; ensures contractors correct deficiencies found through inspection.

Requests extra work proposals from contractors for work not covered in City maintenance contracts; reviews and recommends approval of proposals.

Prepares contract documents and scope of work for maintenance contracts; conducts pre-bid meetings with contractors; and reviews and approves invoices for progress payments and extra work.

Coordinates with various departments and landscape architects during the design phase of projects; reviews, corrects and ensures completeness of irrigation and landscape submittals and as-built plans.

Writes correction/deficiency notices to contractors; assists in writing or amending approved landscape standards, specifications and maintenance practices.

Assesses and evaluates the requirements for additional landscaping and/or irrigation; monitors, inspects, and reports on the progress of landscape maintenance projects; reviews plans and provides recommendations relative to future landscape improvements and maintenance needs for the City's parks and landscape areas.

Plans and works with volunteer groups, grant writers, homeowners associations, residents, businesses, fire inspectors, water districts and other public and private agencies.

Meets with vendors to review new equipment and technological advances; previews new materials and equipment; arranges demonstrations and training for employees; attends seminars, trade shows and continuing education programs.

Evaluates the performance of assigned staff; establishes performance requirements and personal development targets for assigned staff; takes disciplinary action to correct performance deficiencies in accordance with City policies and labor contract provisions.

QUALIFICATIONS:

EDUCATION/EXPERIENCE

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical combination would be graduation from high school, or G.E.D. equivalent, and college-level coursework in horticulture, landscape architecture or landscape construction maintenance; and five years of journey-level experience in landscape maintenance and construction including both irrigation and plant material installation and maintenance; of which at least four years involved leading the work of others.

Prior municipal public works landscape experience and/or a certificate in Public Works Management are highly desirable.

License or Certificate:

A valid Class C California Driver's License.

Certification as a Pest Control Adviser, Qualified Applicator or with the International Society of Arborists is highly desirable.

KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods, techniques, tools and equipment used in parks construction and maintenance, with an emphasis on irrigation system installation, operations and maintenance.

Principles of horticulture, arboriculture, environmental science, urban forestry, agronomy, trails management, pest management, irrigation design and water management.

Landscape construction grading, irrigation installation, fencing, trail systems, drainage systems and planting.

Sports turf management and sports facility management practices.

Relevant local, state and federal laws, regulations and guidelines.

Principles and practices of effective employee supervision, including training, work evaluation and discipline.

Safety methods and regulations pertaining to the work.

Principles and practices of budgeting, purchasing and maintenance of public records.

Research methods and analysis techniques.

Contract negotiation and administration methods.

Computer applications related to the work.

ABILITY TO:

Organize, implement and direct parks and related maintenance operations activities.

Inspect assigned areas for a variety of construction, maintenance, repair, risk and safety and environmental issues.

Read and interpret landscape and irrigation plans/specifications and blueprints; identify plants, trees and shrubs and inspect for conformance with plans and specifications; diagnose disease and insect infestations; prune trees, and administer proper plant care.

Plan, organize, supervise, assign, inspect and evaluate the work of others.

Motivate and evaluate staff and provide for their training and development,

Analyze complex public works maintenance problems, evaluate alternatives, and recommend or adopt effective courses of action.

Develop and implement work standards; prepare clear and concise records, reports and other written materials.

Exercise independent judgment and initiative within established guidelines.

Establish and maintain effective relationships with those encountered in the course of the work; respond to complaints or inquiries from staff, citizens and outside organizations.

Properly and safely operate light, medium and heavy-duty motorized vehicles and equipment.

Obtain the National Incident Management Systems (NIMS) certification within one year of hire.

SUPPLEMENTAL INFORMATION:

CORE VALUES

The City of Vista's Public works department is committed to the community it serves: "We are dedicated providers of municipal services and stewards of the public trust. We promote the well-being of a

community where caring people are the difference. Through public service, integrity, teamwork, innovation and excellence, we are committed to preserving and enhancing the quality of life within Vista."

The City of Vista is committed to employee wellness. In addition to providing a comprehensive, multi-faceted wellness program, employees have access to onsite wellness facilities.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light work, occasional lifting, carrying and/or pushing 40 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds without the aid of lifting devices; willingness to use personal vehicle in the course of employment; incumbent may be required to attend periodic evening meetings, may be required to travel within and out of City to attend meetings; and on occasion, is required to work outside with exposure to inclement weather, heat, humidity, cold, dust and noise.

APPLICATION PROCEDURE

A City application form and supplemental questionnaire must be submitted. Application materials may be obtained from the City of Vista, Human Resources Office, 200 Civic Center Drive, Vista, CA 92084 OR applicants can apply on line at www.cityofvista.com. Telephone: (760) 726-1340 Fax: (760) 639-6146.

SELECTION PROCESS

Candidates must clearly demonstrate through their application materials that they meet the employment standards outlined above. All properly completed applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. Examinations for the position may consist of any combination of written, performance, and oral exams to evaluate the applicant's skill, training, and experience for the position. The selected candidate(s) must successfully complete pre-employment clearances which may include a physical, drug screen, and fingerprinting.

Note: The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in the announcement may be modified or revoked without notice.

APPLICATIONS MAY BE OBTAINED AND FILED
ONLINE AT:

<http://www.cityofvista.com/>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

200 Civic Center Drive
Vista, CA 92084

Phone: 760-639-6145

Fax: 760-639-6146

jobs@cityofvista.com

An Equal Opportunity Employer

Job #15-05-O
PUBLIC WORKS SUPERVISOR - LANDSCAPE INSPECTION
JV

THE CITY OF VISTA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
AND
DOES NOT DISCRIMINATE AGAINST INDIVIDUALS BASED ON DISABILITY.

benefits

MANAGEMENT EMPLOYEES

VACATION: 125 Hrs. - 1-5 years of continuous service
149 Hrs. - 6-9 years
165 Hrs. - 10-20 years
178 Hrs. - 21+

ADMIN. LEAVE: 60 Hours annually (Management)

INSURANCE: Excellent benefits package, including medical, dental, vision, and life insurance programs. A portion of the employee's and dependent's premiums are paid by the City.

HOLIDAYS: Employees working the 9/80 flex schedule are entitled to 99 hours of holiday leave per fiscal year.

*Actual benefits will depend on date of hire and may differ from the information listed. Part-time employee benefits may be prorated.

WORKERS' COMPENSATION: The City provides Workers' Compensation Insurance to all employees.

SICK LEAVE: 96 hours per year.

TUITION REIMBURSEMENT: The City's Tuition Reimbursement Plan may assist employees in paying the cost of approved books and tuition for classes which relate to their job.

RETIREMENT: Depending on eligibility, based on CalPERS criteria, new employees will be provided the 3% @ 60 Plan or newly established 2% @ 62 Plan. Employees currently contribute the entire employee contribution amount of 8%.

The City does not participate in Social Security, but employees must be enrolled in the Medicare portion.

NOTE: The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in the announcement may be modified or revoked without notice.

CITY OF VISTA
HUMAN RESOURCES
200 CIVIC CENTER DRIVE
VISTA, CA 92084-6275

**CITY OF VISTA
SUPPLEMENTAL QUESTIONNAIRE
PUBLIC WORKS SUPERVISOR (LANDSCAPE INSPECTION) – EXAM #15-05-O**

1. Please select the option that best describes your combination of experience and knowledge performing "**Municipal Landscape Maintenance and Construction**".
 - None
 - Basic
 - Journey level
 - Extensive

2. Please select the option that best describes your supervisory experience, if any, in "**Landscape Maintenance and Construction**". "Full Supervision" means that you were directly responsible for writing employee reviews, recommending discipline, and scheduling work assignments.
 - None
 - Lead
 - Full
 - Contract Oversight

3. Please select the option that best describes your experience, if any, with a "**Progressive Disciplinary Process**". "Full Supervision" means that you were directly responsible for writing employee reviews, recommending discipline, and scheduling work assignments.
 - None
 - Lead
 - Full
 - Contract Oversight

4. Please select the option that best describes your combination of experience and knowledge performing "**Sports Field Maintenance**".
 - None
 - Basic
 - Journey level
 - Extensive

5. Please select the option that best describes your supervisory experience, if any, in "**Managing Irrigation Central Control Systems**". "Full Supervision" means that you were directly responsible for writing employee reviews, recommending discipline, and scheduling work assignments.
 - None
 - Lead
 - Full
 - Contract Oversight

6. Please select the option that best describes your combination of experience and knowledge performing "**Synthetic Turf Maintenance**".
 - None
 - Basic
 - Journey level
 - Extensive

7. Please select the option that best describes your experience, if any, in **"Urban Forest Management"**.
- None
 - Basic
 - Journey level
 - Extensive
8. Please select the option that best describes your combination of experience and knowledge performing **"Storm Drain Maintenance"**.
- None
 - Basic
 - Journey level
 - Extensive
9. Please select the option that best describes your supervisory experience, if any, in **"Special Events Planning, Setup and Cleanup"**.
- None
 - Lead
 - Full
 - Contract Oversight
10. Please select the option that best describes your combination of experience and knowledge performing or inspecting **"Traffic Control Setup"**.
- None
 - Basic
 - Journey level
 - Extensive
11. Please select the option that best describes your combination of experience and knowledge with **"Capital Improvement Projects"**.
- None
 - Basic
 - Journey level
 - Extensive
12. Describe your experience in budget preparation and control. Please include the amount of funds you have worked with.
13. Describe your experience preparing service and/or supply contract bid specification documents. Please include the types of bid documents you have prepared.

14. Describe your experience managing service and/or supply contracts. Please include the types of contracts you have managed and the contract dollar amounts.

15. Describe your knowledge of the National Pollutant Discharge Elimination System (NPDES) permit program.

16. Describe the computer office management software programs you are most familiar with. Please give examples of the databases you have worked with and the types of documents or spreadsheets you have developed.

I verify the above to be true and correct and understand that the statements made in this supplemental questionnaire will be considered part of and subject to the terms of my employment for this position.

Applicant's Signature

Date