



**CITY OF YORBA LINDA**  
invites applications for the position of:

## **Senior Landscape Inspector**

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**SALARY:** \$35.98 - \$43.73 Hourly  
\$6,236.00 - \$7,579.00 Monthly  
\$74,832.00 - \$90,948.00 Annually

**DEPARTMENT:** Public Works

**DIVISION:** Landscape Maintenance Assessment District

**OPENING DATE:** 02/06/20

**CLOSING DATE:** 02/28/20 11:59 PM

### **THE POSITION:**

Under the general direction of the Assessment District Manager, the Senior Landscape Inspector manages the inspection, administration and execution of contract landscape maintenance district operations as assigned for quality of work, conformance to specifications and standards and safety. In addition, this position responds to public inquiries for service and information, and updating and maintaining the City's landscape e-feedback system caseload.

### **EXAMPLES OF DUTIES:**

1. Reviews landscape district projects to monitor and evaluate their condition, quality, appearance, conformance to City standards and overall maintenance status. Typical observations are made in regards to irrigation operation and management, turf care, site trimming and detail, trash/debris clean-up, pest, disease and weed control. Monitor the condition of the infrastructure and identify elements that need to be replaced before failures lead to plant damage whenever possible.
2. Meets with landscape district contractors to supervise work status, furnish verbal and written instructions, work orders, correction lists (punch lists) and requests for extra work and repairs. Review work items as completed by the contractor to verify such work is complete.
3. Evaluates, responds to requests and resolves from the public regarding complaints, inquiries, requests for service and information. This may result in additional contact with the landscape district's contractors, other vendors or suppliers, as well as other City departments or outside agencies.
4. Maintains records of work accomplished, usually involving, but not limited to, landscape punch lists and e-feedback records, photographs, reports and email communications.
5. Consults with supervisors on matters pertaining to complex or politically sensitive issues, or where there is no precedence for action or resolutions.
6. Schedules, supervises and evaluates tree maintenance and removal operations within the landscape district. Keep records of all trimming and removals for future reference and inquiries.
7. Perform all related duties pertaining to landscape maintenance supervision and management as required. This includes supervising and direction of the Landscape Maintenance Inspector.
8. The Senior Landscape Inspector is responsible for overseeing incorporation of new landscape inventory into the landscape district. This may include plan review, inspection and quality control, landscape punch list generation and final field review. Compile all necessary information and reports in order to award work and incorporate the accepted areas into the landscape district. Where necessary, coordinate the work of a contract construction inspector when such services are utilized.

### **DESIRABLE KNOWLEDGE SKILLS & ABILITIES:**

1. Knowledge and ability in the methods, materials and operating practices used in the commercial maintenance of irrigation systems, trees, shrubs, turf and ground cover.
2. A knowledge of plant material types, habits and growth, and their maintenance characteristics

necessary to perform related maintenance duties.

3. Knowledge of the landscape maintenance district areas, boundaries and physical layout of areas to be managed.
4. Ability to maintain effective working relationships with the public, contractors and fellow employees.
5. Ability to keep accurate records of work and job duties in written and digital format.
6. Ability to work with word processing, digital images and email programs to perform job duties and tasks.

**OTHER:**

**PHYSICAL REQUIREMENTS**

Work is performed both in an office environment and outdoors in the field. An incumbent uses a computer, keyboard and related equipment, data recording equipment, basic hand tools, small and large hand probes and drives a vehicle on City business. The physical tasks of this position include sitting at a desk and computer terminal for sustained periods of time from two to four hours; walking, reaching, lifting and bending. Latter activities occur in variations throughout the day and are light in nature. This position has exposure to vibrations from a computer and other office equipment, and computer glare.

When work is performed outdoors, there may be exposure to the elements. In the field, an incumbent may walk on slippery/uneven slopes and surfaces, be exposed to extreme noise, damp conditions, dust, soil, outdoor weather conditions, odors, vibrations, smoke, and other potential irritants found in residential, commercial and industrial environments, and vehicular traffic. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**MINIMUM QUALIFICATIONS**

Graduation from high school with a minimum of two years of training in college courses such as Ornamental Horticulture or equivalent, plus two years experience in landscape maintenance and construction. Additional training courses in construction materials and methods are desirable.

At least one year of experience in a supervisory/lead role in a commercial/institutional landscape management environment.

**LICENSE REQUIREMENTS**

Valid State of California Class C Driver's License.

ISA Arborist License

DPR Qualified Applicator Certificate or Qualified Applicator License

**EXEMPT/NON-EXEMPT**

This is a non-exempt position. Overtime at the rate of one and one half times the hourly rate of the classification is paid for hours worked in excess of 40 hours per work.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.yorbalindaca.gov>

Position #181900042  
SENIOR LANDSCAPE INSPECTOR  
DA

4845 Casa Loma Ave  
Yorba Linda, CA 92886  
714-961-7100

[humanresources@yorbalindaca.gov](mailto:humanresources@yorbalindaca.gov)

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**Senior Landscape Inspector Supplemental Questionnaire**

- \* 1. Indicate your highest level of education.

- High School Diploma or G.E.D.
- Associate's Degree
- Bachelor's Degree or higher
- None of the above

- \* 2. List the supplemental training or education you have in horticulture, pesticide use, tree care, water usage or landscape design.
  
- \* 3. Indicate your years of experience performing landscape maintenance work.
  - Less than three years.
  - At least three years, but less than five years.
  - At least five years, but less than 10 years.
  - More than ten years.
  
- \* 4. Do you have experience working for a public agency (city, county, state, special district) in a landscaping capacity?
  - Yes
  - No
  
- \* 5. Do you possess a current Department of Pesticide Regulation certificate?
  - Yes
  - No
  
- \* 6. Do you possess a Certified Arborist Certification?
  - Yes
  - No
  
- \* 7. Describe your experience in landscape inspection and construction, landscape and irrigation maintenance, and/or landscape design. Indicate the types of programs/projects you were involved with, the functions you performed, the length of time you performed these functions, and your level of responsibility.
  
  
  
  
  
  
  
- \* 8. Describe your experience working with computers and software applications you are proficient in (i.e. Microsoft Office, Google Earth, and AutoCAD).
  
  
  
  
  
  
  
- \* 9. Describe your administrative experience including report preparation, contract management, and record keeping experience. Include the types of reports you have prepared and to whom you submitted the information.

\* Required Question