



## LANDSCAPE INSPECTOR I/II

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under supervision, inspects the work quality and materials used in various landscape projects including the construction, repair, maintenance, or renovation of park grounds, park equipment, City landscaping, and assessment district landscaping; ensures conformance with approved plans, specifications, and regulations. This position maintains records and prepare reports.

### **Classification Characteristics:**

Landscape Inspector I – This is the entry level class in the Landscape Inspector series. This class is distinguished from the Landscape Inspector II by the performance of the more routine, less complex inspections. This position receives direct supervision from higher level staff and may receive technical and functional supervision from a higher level inspector; however, as training progresses, is assigned to perform increasingly complex and independent inspections. This class is typically used as a training class and employees may have only limited inspection experience. Positions in this class are flexibly staffed and may advance to the Landscape Inspector II level when training and experience is sufficient to perform at the full journey level.

Landscape Inspector II – This is the full journey level class in the Landscape Inspector series. Employees in this class are distinguished from the Landscape Inspector I by the performance of the full range of duties assigned including independently performing a full range of complex landscape inspections. This position receives general supervision from higher level staff and may exercise technical and functional supervision over lower level inspectors. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Landscape Inspector I level, or when filled from the outside, have prior landscape inspection experience.

### **Essential Functions:**

- Inspect a variety of landscape maintenance, renovation, and repair projects including mowing, trimming, pruning, planting, irrigation, fertilization, pest control, lighting repairs, fencing, graffiti removal, playground equipment installation, and various other activities; observe work during progress and upon completion; ensure that safety procedures are followed; ensure compliance with applicable codes, ordinances, regulations, and specifications.

- Deal effectively with private contractors on construction specifications and procedures; ensure the compliance with procedures and regulations and the correction of deficiencies in maintenance; provide feedback to contractor on performance levels.
- Prepare various inspection reports as required; maintain files, reports, and logs regarding inspection and plan check activities and findings; record amounts of materials used and work performed.
- Assist in the development of technical documents including Requests for Proposals and contract specifications for various phases of landscape maintenance.
- Provide information to the public; respond to and resolve difficult and sensitive citizen inquiries and complaints concerning landscape maintenance activities.

### **Landscape Inspector I Qualifications:**

#### Knowledge of:

- Procedures, methods, techniques; materials; equipment; and supplies used in landscape maintenance.
- Horticultural practices and applications.
- Landscape materials including plant needs and characteristics.
- Irrigation systems, controllers, and water conservation practices.
- Accepted safety standards and methods of landscape maintenance and construction activities.
- Mathematics including algebra, geometry, and trigonometry as applied to landscape inspection work.
- Modern office methods, practices, procedures, and equipment including a computer.

#### Ability to:

- Learn principles and techniques of landscape maintenance inspection.
- Learn principles and techniques of contract administration.
- Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations.
- Learn to interpret plans and specifications.
- Learn methods, techniques, materials, equipment, and safety hazards of park construction, renovation, and maintenance.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, identify deviations from plans, regulations, specifications, and standard landscape maintenance and construction practices.
- Make mathematical calculations rapidly and accurately.
- Work independently in the absence of supervision.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Enforce necessary regulations with firmness and tact.
- Operate a personnel computer.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Three (3) years of responsible landscape maintenance experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by technical training in landscaping or horticulture.

License or Certificate:

- Possession of a California Class C Driver's License with an acceptable driving record.
- Possession of, or ability to obtain, a Certified Playground Safety Inspector (CPSI) certificate within one year of employment.

**Landscape Inspector II Qualifications:**

Knowledge of:

- Principles and techniques of landscape maintenance inspection.
- Principles and practices of landscape inspection.
- Horticultural practices and applications.
- Landscape materials including plant needs and characteristics.
- Irrigation systems, including central irrigation controllers, and water conservation practices.
- Methods, techniques, materials, equipment, and safety hazards of park construction, renovation, and maintenance.
- Principles and practices of contract administration.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Accepted safety standards and methods of landscape maintenance and construction activities.
- Mathematics including algebra, geometry, and trigonometry as applied to landscape inspection work.
- Modern office methods, practices, procedures, and equipment including a computer.

Ability to:

- Perform journey level inspection work including work quality and materials used in a variety of landscape maintenance projects.
- Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.
- Read and interpret plans and specifications.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, identify deviations from plans, regulations, and standard construction practices.
- Make mathematical calculations rapidly and accurately.
- Work independently in the absence of supervision.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.

- Enforce necessary regulations with firmness and tact.
- Operate a personal computer.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

**Experience and Training Guidelines** – *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Three (3) years of experience performing landscape maintenance inspection including contract administration responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by technical training in landscape architecture, landscape maintenance, horticulture, or park facilities inspection.

License or Certificate:

- Possession of a California Class C Driver's License with an acceptable driving record.
- Possession of, or ability to obtain, a Certified Playground Safety Inspector (CPSI) certificate within one year of employment.

**WORKING CONDITIONS**

Work periodically in an office environment and frequently in an outdoor environment with exposure to inclement weather. Frequent standing and sitting for extended periods; walk, climb, stoop, kneel, bend, lean, turn, twist, reach, grasp, push, and pull on even, uneven and slippery surfaces. Lift, carry, and push objects weighing up to 50 pounds. Near and far vision required for performing inspections and completing reports. Drive motorized vehicles and work around moving traffic.