



Job Title: **Landscape and Irrigation Inspector**  
Department: **Department of Utilities**  
Date: February 14, 2022  
 Non-Exempt  Exempt  
FLSA Exemption: N/A  
Job Reports To: Public Utilities Superintendent  
Pay Grade: 9  
 Full Time  Part Time

## Job Description

### Summary/Objective:

Under supervision of the Public Utilities Superintendent, inspects, plans, coordinates, directs, participates and over-see contractors engaged in the maintenance of City parks, grounds, playgrounds, athletic fields, trees and other park and landscape related facilities. Performs other related duties as required and determined by the Public Utilities Superintendent.

This position is journey level in the Parks Maintenance/Landscape and Irrigation Inspector series. Incumbents inspects and reviews work methods, work product and quality of City contractors; assists the Public Utilities Superintendent in the monitoring and training of City contractors who provide maintenance and repair of City parks, grounds athletic fields, playgrounds, landscape areas and related facilities; and ensure the use of safe work practices. This classification is distinguished from the Maintenance Worker by the difficulty and complexity of assignments and independent judgement. Supervision of position is provided by the Public Utilities Superintendent.

**Essential Job Functions** *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Participates, plans, coordinates, oversee and inspect the scope of work by those engaged in the repair, maintenance of parks, various irrigation systems, grounds, athletic fields, playgrounds, landscape areas and related facilities.
2. Schedules and supervises the work of contractors engaged in mowing, edging, blowing, and maintenance of parks and landscape areas; trimming and pruning trees and shrubs using power tools and a boom truck; repairing sprinkler systems (e.g. Calsense and other remote monitoring systems); removing and replanting trees, shrubs and hedges; fertilizing parks, and the application of insecticides and pesticides.
3. Evaluates service needs and work methods; develops comprehensive plans to satisfy future needs of park and landscape maintenance services; establishes and enforces operating and safety procedures; investigates service requests and complaints made

by the public; as necessary, explains priorities, programs and policies and initiates appropriate action.

4. Reads and interprets grading, landscape, irrigation and building plans.
5. Inspects and oversees landscape and other maintenance and installation activities performed by contractors as assigned. May include making field determinations regarding changes to scope and method of work to be performed; authorizes field changes to plans when required; participates in preconstruction meetings; oversees contract administration and billing, requests for payment and hours of all contractual services. Verifies work is completed by the contractor before approval of payment.
6. Estimates time and material costs; evaluates and implements changes in work methods, priorities and routes; and may assist in the preparation of budget and control expenditures of allocated funds.
7. Maintains records and prepares a variety of reports and memos on work performed, vandalism and claims against the City; may participate in administrative studies in areas outside the scope of regular duties.
8. Monitors contracts for maintenance and landscaping of parks, landscape areas, facilities and median construction; prepares bid specifications for contract services.
9. Prepares and submits progress or inspection reports.
10. Maintains photographic record of work progress.
11. Provides a high level of phone and electronic communication.
12. Receives and responds to emergency calls taking appropriate action such as placing barricades, removing fallen trees and limbs and turning off irrigation systems.
13. Reviews estimates for approval, gets job bids on projects from multiple contractors to ensure the City is getting the best price and contractor for the job. Verifies invoices are complete, code invoices for payment and ensures contracts adhere to City specifications. Ensures landscape and irrigation are maintained properly.
14. Schedules and programs Calsense smart controllers to ensure proper water usage for turf grass, shrubs, and trees while staying within water allocation budget.
15. Inspects playground equipment to ensure playgrounds are safe and up to code. Provides solutions to playground equipment deemed unsafe or unusable.
16. May operate a variety of heavy equipment including boom truck, bucket truck, loader, backhoe, combination truck, vactor, front-end loader, tractor, dump truck, truck with trailer, water tanker. This includes the operation of commercial vehicles.
17. Participates in the work of crews to construct, install, maintain and repair City parks, grounds, playgrounds, athletic fields, right of way, trees, other park and landscape related facilities; troubleshoots to identify problems; initiates corrective action; prepares work orders and discrepancy reports.
18. Ensures proper and safe performance of work, use of tools, equipment and safety devices; ensuring compliance with Federal and State regulations.

19. Sets up job site including positioning of equipment, materials, barriers and proper traffic control devices; maintains traffic control speed utilizing safety procedures.
20. May operate tapping machines, jackhammers, compactors, pipe cutting equipment, concrete saws, boring tools, flow meters and a wide variety of other hand, hydraulic and power equipment; checks condition, cleans and maintains tools and equipment.
21. Advises public and businesses of proper installations and repair or removal of various landscape and irrigation systems.
22. Responds to parks related issues; trouble shoots issues and performs required repair.
23. Operates a City truck; reports mechanical problems; keeps truck stocked with supplies.
24. Performs regular inventory checks and notifies supervisor to order parts; prepares reports and keeps a variety of records.
25. Responds to citizen complaints tactfully and promptly.
26. Responds to emergency situations as necessary. May require 24-hour a day emergency call back.

### **Other Job Related Duties**

Performs related duties or responsibilities as assigned. May require 24-hour a day emergency call back with little or no notice and required to carry a cell phone as directed. Must respond in a timely manner to all phone calls. Required to work an on-call rotating schedule, including weekends and holidays and subject to 24-hour emergency call outs. Employees repeatedly refusing to serve on-call or report for emergencies, shall be subject to disciplinary action.

### **Conformance Statement**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

### **Competencies**

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.

4. Project Management.
5. Conflict Resolution
6. Personal Effectiveness and Credibility.

### **Qualification Guidelines**

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

**Education** High school diploma or equivalent; specialized college coursework or training in construction management, Public Utilities inspections, landscape horticulture, park and recreation administration, landscape architecture, park management, or a related field.

**Experience** Three (3) years of increasingly progressive responsible experience equivalent to park improvement construction and/or maintenance inspection including grading, underground improvements, irrigation, concrete site furnishings, and building trades; or comparable experience to a City of San Jacinto Landscape and Irrigation Inspector, Maintenance Worker II or equivalent. Operation of office business machines including personal computers.

**Desirable** Two (2) years of experience setting up, organizing and directing traffic control. Specialized college coursework or training in roadway maintenance and construction or Public Utilities inspection. Experience filing City and State reporting regulations.

**License / Certificate** (Required to possess at hire or within 6 months of employment)

Must possess a Class "B" Commercial California Driver's License with Tanker Endorsement. Applicant must provide a printout of driving record for the past 6 months from the Department of Motor Vehicles and attach to their job application.

Failure to obtain license or certificate within allotted time frame may result in disciplinary action that may include salary freeze, promotional freeze, demotion, suspension, or termination without administrative or judicial appeal.

Current employees shall continue to be required to have previous certification requirements for their existing job.

### **Condition of Employment**

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability

will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

## **Pre-Employment**

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.

## **Knowledge, Skills & Abilities**

Knowledge of:

- Use and purpose of general construction and maintenance tools/equipment.
- Operations and maintenance procedures of City parks and related facilities.
- Operational characteristics of specialized Parks division equipment.
- Interpretation of contract documents including plans and specifications.
- Relevant federal, state and local laws, regulations and policies pertaining to use of herbicides, pesticides and insecticides.
- Calsense irrigation systems.
- Materials, methods and practices used in City parks maintenance and repair.
- Occupational hazards and standard safety precautions necessary in maintenance and repair work.
- Principles of supervision, training, and performance evaluation of contractors.
- Record keeping and reporting procedures.
- Personal computer and software applications.
- Basic budgeting practices and ability to provide input for Parks annual budget.
- Traffic laws, ordinances, rules, and safe driving practices involved in truck and heavy equipment operations.
- Proper methods of traffic control and delineation.
- Proper handling of hazardous materials.
- Basic mathematical principles.
- Safe driving principles and practices.

Ability to:

- Effectively plan, assign and ensure compliance of City contract work performed by contractors engaged in the maintenance and repair of park, tree and landscape facilities.
- Independently perform field inspections.
- Detect and locate faulty materials and workmanship.

- Identify and solve problems; mitigate landscape problems before they occur.
- Perform duties in the construction, maintenance and repair of parks.
- Understand occupational hazards and standard safety precautions necessary in maintenance and repair work.
- Make estimates of materials and labor needs.
- Perform accurate mathematical calculations.
- Establish and confirm punch list items for developers and workers.
- Understand and follow oral and written instructions and directives.
- Communicate clearly and concisely, both orally and in writing.
- Act effectively under stressful or emergency situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including contractors and City staff.
- Provide phone or electronic communication as necessary for the job.
- Respond to emergencies 24-hours a day.

Skill to:

- Learn to operate a wide variety of equipment and tools used in parks maintenance and repair in a safe and effective manner.
- Select and maintain machinery and equipment used in the area of work.
- Operate a motor vehicle safely.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, construction plans, layouts, blueprints, schematics, and distribution system maps.
- Identify parks system maintenance needs and take corrective actions.
- Independently perform difficult maintenance and repair duties in area assigned.
- Perform heavy manual labor for extended periods of time in all types of weather, frequently lifting up to 60 lbs, occasionally lifting up to 90 lbs.
- Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information or new skills and interact with City staff.
- Prepare and maintain records and prepare clear and accurate reports.
- Exercise good judgment, common sense, flexibility, creativity, and sensitivity in response to changing situations and needs.

### **Work Authorization/Security Clearance**

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

## **Disaster Service Worker Requirements**

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

## **Working Conditions, Mental and Physical Demands**

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

### **Work Environment**

Frequently works in extreme outside weather conditions, in or near road traffic; near moving mechanical parts and in high places. The employee is frequently exposed to wet and/or humid conditions. The noise level is frequently loud. Required to work on an on-call rotating schedule, including weekends and holidays and is subject to 24-hour emergency call out.

### **Physical Demands** *(Essential duties require the following physical skills and work environment)*

Ability to talk, hear, sit, stand, walk, balance, kneel, crouch, stoop, squat, crawl, twist, climb, and frequently push, pull or lift up to 60 lbs. and occasionally push, pull or lift up to 90 lbs; use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms; vision abilities for close/distance vision, distinguish color, peripheral vision, depth perception and the ability to adjust focus; ability to wear protective apparel; exposure to heat, noise, outdoors, vibration, non-permitted confining work space, hazardous chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; ability to travel to different sites and locations. Occupational hazards and standard safety precautions necessary in Public Utilities maintenance and repair.

### **Essential Mental Functions**

Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information or new skills, interact with City staff, and irate citizens.

## **Supervisory Responsibility**

This position has no direct staff supervisory responsibilities.

**Expected Hours of Work/Work Schedule**

Monday – Thursday 6:30 AM – 5:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand. On-call rotational status required. May require 24-hour emergency call back with little or no advance notice.


**Travel**

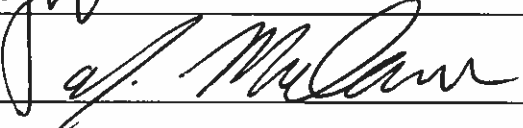
Regular, local travel is expected for this position. In addition, out of town travel for conferences, workshops, and various training opportunities is likely.

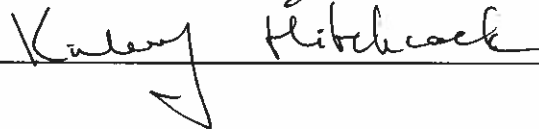
**Disclaimers and Approval**

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 2/15/2022

Chief of Public Utilities  Date 2/16/22

HR  Date 2/15/22

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_