



# CITY OF COLLEGE PARK

## Class Description

Job Title: Assistant Director of Landscape and Greenspace  
Management

Reports To: Director of Public Works

FLSA Status: Exempt

### General Description

The person in this position performs a variety of responsible professional and technical duties in support of the effectiveness and efficiency of the Department of Public Works. Some general responsibilities include managing the landscape division and landscape contracts, park and recreational areas, and provide support to other city departments. Oversee the city tree programs, review assigned staff, and approve the landscape sections' biweekly payroll, account receivables, and payables in the absence of the Director.

The Assistant Director of Landscape and Greenspace Management will supervise the work of the Arborist, Landscape Supervisor, and Sustainability Coordinator. This position requires an excellent ability to communicate effectively with elected officials, individuals from diverse cultures, and in difficult situations.

Reports to the Director of Public Works, who assigns and reviews work for compliance with the department's goals and objectives.

This position is considered essential in emergencies and must be present during emergencies and severe weather events. Must be able to work independently and make critical decisions.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job/class as necessary.**

### Essential Functions:

Develops and plans for City-wide landscape and park enhancements and assists with City tree and maintenance activities.

Provides direction and oversight for the maintenance of playgrounds, parks, and compost yard operations.

Provides customer service and responds to residents' requests promptly.

Oversees Tree Planting and Maintenance Programs, including Tree Giveaway, Tree Ordinance processes, and Private tree plantings.

Manages and oversees all city-wide tree maintenance trimming, plantings, and removals, and manages Right-of-Way grass-cutting maintenance contracts and activities.

Committed to the City's long-term strategic plan and our obligation to maintain and care for the City of College Park's green space infrastructure.

Prepares bids, reviews contracts, and manages projects for landscape assets, City-owned parks, and green infrastructure.

Plans seasonal activities and coordinates activities of assigned staff in landscaping and compost functions, as well as for the Sustainability Coordinator and Arborist positions.

Maintains communication with the Department Director, informing of the status of all projects and reports.

Selects types of annual plants for aesthetic appeal for the various landscape plantings throughout the City; designs new plantings and reviews landscape plans associated with redevelopment projects; makes recommendations for alternative selections.

Coordinates with Arborist when mature right-of-way trees should be removed to reduce the potential of tree failures, eliminate public hazards, and reduce city liability.

Responsible for the development and administration and adherence to the department's budget, which includes monitoring and approving expenditures.

Provides technical direction and training; reviews and evaluates subordinates' work by providing regular performance feedback that supports growth and skill development and corrects poor performance.

**Additional Duties:**

Performs performance evaluations, schedules staff, and consults with the Director on disciplinary issues.

Serves as a member of the Emergency Operations Team or the Continuity of Operations Team.

Researches, prepares, and updates various reports, communications, special projects, correspondence, and other documents.

Interviews and selects applicants to fill open positions.

Assists other departments in various tasks related to City green infrastructure.

May serve as acting Public Work Director as assigned.

Participates on various City committees as requested.

Performs related work as assigned.

### **Responsibilities, Requirements, and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on these data or information.

#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies, and the general public.*

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency and problem-solving capabilities.

#### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate-sized department, authorizing expenditures of large amounts of money, or supervising the purchasing of high-value materials, supplies, and equipment.

#### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers, and formulas to solve mathematical problems.*

Uses addition, subtraction, multiplication, division, and/or calculates ratios, rates, and percentages.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Speaks and writes clearly and concisely to various audiences and for different purposes.

Researches and prepares various reports, communications, special projects, correspondence, and other documents.

Read, understands, and prepare work orders, street maps, productivity records, and GIS printouts.

Communicates effectively with all citizens, co-workers, staff in other agencies, and the public while using customer service and diplomacy skills to obtain compliance and address situations and/or complaints.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Decision-making is a significant part of the job, affecting the organization and the public; works in a dynamic environment.

Assists in developing policies and practices.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration, and creativity required by the job and the presence of any unusual pressures present in the job.*

Performs supervisory work involving policy and guidelines, solving people and work-related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Manages and prioritizes multiple tasks, meets deadlines, and has effective time management skills.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors may be severe and affect the City's reputation and the health, safety, and welfare of the city and the public.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing sometimes and exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

**Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses work aids involving some latitude for judgment regarding the attainment of a standard or in selecting appropriate items.

Operates office equipment (computers, tablets, smart devices, fax machines, and photocopiers).

May drive a city vehicle.

Uses Two-way Radio for communication with subordinates.

**Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Some. The work is primarily in an office environment.

Occasionally, may be exposed to various weather conditions, including heat, cold, wet, or humid conditions, while observing/ training staff in the field. Work in a variety of outside conditions for extended periods of time.

Occasional brief exposure to unpleasant or unsafe environments and traffic hazards.

**Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires considerable responsibility for supervising continuous enforcement of the laws and public health and safety standards.

### **Minimum Education and Experience Requirements:**

Bachelor's degree in horticulture, landscaping, or closely related field.

Minimum of five (5) years of professional experience in landscape maintenance industry or municipal government.

Minimum of three (3) years of supervisory or management experience or any equivalent combination of training and experience.

Requires six (6) years in overseeing commercial landscape maintenance tasks.

### **Special Certifications and Licenses:**

Must have or be able to obtain within six months of hire:

- Maryland Roadside Tree Care Expert license
- Maryland Pesticide applicators license in Turf, Ornamentals, and Right-of-way
- Maryland Fertilizer Applicator License

Maryland Compost Facility Operator Tier I within one year of taking the position.

Valid driver's license in state of residence

### **Americans with Disabilities Act Compliance**

The City of College Park, MD, is an Equal Opportunity Employer. The ADA requires the city to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA-related needs or accommodations with management.