



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

LANDSCAPE/MAINTENANCE COORDINATOR

HOURLY \$ 34.47 – \$ 40.98
ANNUAL \$ 71,701 – \$ 85,230

FLSA Designation:	Non-Exempt
Established:	FY 2024-2025
Revised:	January 2025
Salary Revision:	2025
Classification:	200: Non-Management
Range:	268

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEPARTMENT / DIVISION As assigned.

SUMMARY DESCRIPTION

Under the direction of the Parks and Landscape Manager, Maintenance Department Manager and/or other management/supervisory class. Plan, organize, coordinate, promote, implement, and evaluate the needs of the Town assets and facilities, including parks and streetscapes, and assist in the supervision of assigned staff and contractors. Performs a variety of semi-skilled and skilled duties in the construction, modification, maintenance, repair, and/or area of Town assets and facilities, including but not limited to, the renovation of parks, landscaped areas, and street medians. Oversee and inspect the work of outside contractors performing maintenance work and report to higher-level personnel; performs plumbing, carpentry, electrical, remodeling, painting, and a variety of other related craft work as assigned; including swimming pool and splash pad and playground structures at parks. Uses and operates a variety of manual and power tools and light to heavy power-driven equipment; assists in the training of lower-level maintenance/landscape staff; and performs related work as required.

IDENTIFYING CHARACTERISTICS

This is a highly-skilled position in the Park/Landscaper/ Maintenance classification series that performs the full range of duties required to ensure that Town assets and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include supervising and performing a variety of landscape maintenance work in medians, rights-of-way, open spaces, trails, channel systems, parks and other landscape areas and buildings. May require, depending on assignment, a high skill-level such as Irrigation Specialist, Certified Arborist, Certified Nursery person, possess a Qualified Applicators License, CPO – Certified Pool Operator, Landscape Designer, Certified Play Equipment Inspector. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including overseeing assigned staff.

The employee is fully aware of the operating procedures and policies of the department. The work performed is normally reviewed only on completion and for overall results. Employees at this level have the capability to assign daily maintenance duties to team members and possess the ability to inspect and evaluate the performance of others. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Generally oversee and perform routine maintenance and repair activities on parks and playgrounds; inspect and repair playground apparatus including sealing and adding additional surfacing; inspect, repair, replace and maintain simple water features and/or drinking fountains; correct and/or report safety hazards, graffiti and vandalism; paint and repair park furnishings; check and clean trails and restrooms; ensuring support staff stocks materials and supplies as necessary.
2. Oversee and participates in performing a variety of duties related to the maintenance and care of Town athletic and recreational facility usage areas, including preparation and set-up.
3. Ability to file an Underground Service Alert (USA) Ticket and track updates to alert management as they pertain to specific Town landscape and irrigation projects.
4. Performs inventory control of tools and equipment and notifies assigned Manager when needing replacement or repair.
5. Oversee the operation, maintenance, and compliance of the Town swimming pool at the Community Center; monitor pool chemical levels and ensure health and safety procedures are followed; maintain and/or secure proper services to repair pumps, heaters, slides, decks, and other pool equipment.
6. Inspect and monitor contractors performing the maintenance, repair, construction and installation work in parks, playgrounds, fields, trails, landscapes, and street medians; ensures work is performed in accordance with contractual agreements and Town standards.
7. Oversee the operation, maintenance, and compliance of the Splash Pad at Ravenswood Park.
8. Supports Management and responds to and resolves difficult and sensitive inquiries and complaints from residents.
9. Participate in the development and implementation of policies and procedures.
10. Works with management to establish schedules and methods for providing parks maintenance services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
11. Assists in the coordination of assigned landscape maintenance activities with those of other departments and outside agencies and organizations.
12. Prepares cost estimates for parks, landscapes, recreational fields, and related facilities maintenance and repair activities as assigned.
13. Ability to prepare and maintain a variety of records and reports related to work performed.
14. Estimate and secure parts and materials required to complete assignments and process orders as necessary upon management approval.
15. Sprinkler operation including repairs, installation, maintenance, and controller operation.
16. Monitor sprinkler adjustments, shutdowns and start-ups.
17. Knowledge of soil preparation for planting trees, shrubs, ground cover and seeding/sod installation.

18. Perform maintenance and repair activities of Town parks, landscaped areas, buildings, and related assets and facilities to ensure safe and efficient access for the public.
19. Perform a variety of maintenance duties of landscaped areas such as parks, street medians, islands, and sidewalks, including planting, irrigating, fertilizing, and maintaining trees, shrubs, flowers, and turf; performing weed abatement using a chemical sprayer; irrigating, aerating, mowing, and fertilizing turf; removing fallen trees and limbs, stumps, and related debris; trimming trees; raking leaves and clearing debris; and picking up trash and emptying receptacles.
20. Mix and spray herbicides, fungicides, and pesticides in a safe manner, as prescribed by law, including calculating proper amounts and completing necessary paperwork.
21. Perform a variety of duties in the maintenance and repair of irrigation systems; installs, adjusts, repairs, and inspects irrigation systems; determines watering needs; changes and adjusts heads and maintains controllers; installs and rewires irrigation clocks; participates in irrigation system installation and maintenance projects.
22. Inspect, maintain, and repair playground equipment, picnic tables, drinking fountains, lighting systems, athletic fields, tennis courts, pickleball courts, bocce courts, picnic areas, basketball courts and other related parks equipment and facilities.
23. Clean curbs and gutters, storm drains and surface drains.
24. Maintain parks and landscaped areas in a clean and safe condition, including picking up trash, maintaining doggie stations, and cleaning, repairing, and maintaining restrooms and fixtures.
25. Perform concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, sidewalk ramps, and curbs.
26. Perform graffiti abatement duties, including locating, documenting, and notifying appropriate management as needed. Cleaning graffiti using appropriate chemicals and high-pressure equipment or while using an airless paint sprayer; mixes, thins and applies paint to sound-walls and fences to cover existing graffiti, as and when needed.
27. Uses an airless paint sprayer; mixes, thins and applies paint to sound-walls and fences to cover existing graffiti, as and when needed.
28. Perform various custodial duties, including sweeping, mopping, vacuuming, and dusting; set-up and take down rooms for meetings. Set-up, move and arrange furniture and other fixtures. Set-up and remove equipment at facilities needed for special events.
29. Inspect the Town facilities for safety issues, structural integrity, and possible future work projects and programs, and appropriately mark areas that need to be repaired.
30. Operate and maintain specialized vehicles including various lawn mowers and a variety of light, medium, and heavy equipment and hand and power tools related to the construction, maintenance, and repair of assets and facilities.
31. Observes safe work methods and makes appropriate use of related safety equipment as required.
32. Implement traffic safety control plans, including setting up delineation and signage around work sites and special events to ensure safe conditions for the general public and Town workers.
33. Complete tasks using safe work methods and make appropriate use of related safety equipment as required. Maintain work areas in a clean and orderly condition, including securing equipment at the close of the workday.

34. Provide needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
35. Maintain accurate logs and records of work performed and materials and equipment used.
36. Respond to after-hours emergencies.
37. Conduct and attend training and safety meetings as necessary.
38. May perform the duties of the Water Service Technician classification series; reports water and wastewater leaks to appropriate staff and/or management.
39. Perform other duties as assigned. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles of supervision, training, and performance evaluation.
- Methods and techniques of planting, cultivating, pruning, and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
- Methods and equipment used in weed, pest, and insect control.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and equipment related to the work.
- Use and operate ride-on mowers, tractors, lifts, motorized vehicles including towing trailers and equipment to various jobsites.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- How to properly apply chemicals and use them safely while working around humans and animals.
- Basic principles, practices, tools and techniques related to carpentry, plumbing, painting and electrical work.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Principles and practices used in dealing with the public.
- Maintenance principles, practices, tools, and materials for maintaining and repairing Town assets and facilities, including parks, street medians, sports fields, playgrounds and equipment, pool, irrigation systems, community center, routine water systems and water distribution systems maintenance including meter maintenance and debris removal from sewer mainlines and other related facilities, properties, and buildings.
- Traffic control procedures and traffic sign regulations.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work.
- Communicate clearly and concisely, both orally and in writing.
- English usage, spelling, vocabulary, grammar, punctuation, and basic arithmetic.

- General principles of risk management related to the functions of the assigned area.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff, in person and over the telephone.
- Basic computer software related to work.
- Inventory tracking and control.
- Safe driving principles and practices.
- Safe work practices.

Ability to:

- Supervise, organize, and review the work of lower-level staff.
- Train, and evaluate staff.
- Interpret, explain, and enforce department policies and procedures.
- Oversee, inspect, and participate in performing construction, modification, maintenance, and repair work on Town assets and facilities.
- Maintain and repair irrigation systems and related components.
- Troubleshoot maintenance problems and determining materials and supplies required for repair.
- Operate specialized construction, maintenance, and repair equipment, including driving trucks and trucks with trailers.
- Set up and operate a traffic area zone, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Recognize common plants, plant diseases and insect pests.
- Plant, propagate and maintain trees, shrubs, flowers and turf.
- Use and maintain tools and equipment related to the work skillfully and safely.
- Follow District and department policies and procedures related to assigned duties.
- Prepare and maintain accurate logs, records, and basic written reports of work performed.
- Give, as well as understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Organize own work, set priorities, and meet critical time deadlines.
- Work independently in the absence of supervisor.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with employees and those contacted in the course of work.
- Provide exceptional customer service to other District staff and the public. Effectively represent the District in meetings with the public.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Operate a motor vehicle safely and maintain a satisfactory driving record.

EDUCATION AND EXPERIENCE:

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

- Equivalent to the completion of the twelfth (12th) grade.
- Five years of experience at a level comparable to a “Park/Landscape Maintenance Worker III” with the Town of Discovery Bay plus one (1) year of supervisory experience of general landscape and/or maintenance staff required.

License(s):

- Must possess and maintain a valid California class C driver’s license and have a satisfactory driving record.
- Depending on assignment, possession and maintenance of below items as noted:
 - Continued training to comply with Contra Costa County’s Site-Specific Restricted Material Permit (RMP) program for the Town of Discovery Bay.
 - Qualified Applicator Certificate is desirable.
 - Certified Pool Operator certificate is required.
 - Certified Playground Safety Inspector (CPSI) is required.
 - Traffic Control Certification required.
 - Certified Arborist certification desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment:

- Employees work in the field and in standard office settings; travel from site to site; are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, exposure to hazardous traffic conditions and rough terrain, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, dust, smoke, noxious odors, gases and hazardous physical substances and fumes.
- Employees may also work at various heights; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain at all types of weather and temperature conditions.
- The employee interfaces with staff, management, and the public in providing customer service, explaining Town policies and procedures, and requesting and providing information.
- May be required to work various shifts or emergencies on evenings, weekends, and holidays.

Physical:

- Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull 50 pounds or heavier

amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Employees in this class are part of the Safety Sensitive Position classification and are subject to drug and alcohol testing under the provisions of the Town's Drug and Alcohol Testing Policy. In accordance with Public Resources Code 5163, employees must also be free of communicable tuberculosis and as such shall be required to undergo examinations at least once every four years. In addition, all new employees must get tested for tuberculosis when hired, unless the person produces a certificate showing that within the last 90 days the person has been examined and has been found to be free of communicable tuberculosis and will undergo examination(s) every four years thereafter as a condition of continued employment. Applicants selected must pass pre-placement screenings which include a physical exam, drug, TB, and HepB screenings/testing, in addition to a background investigation process including a fingerprint background check with the CA DOJ/FBI, and DMV background check, as applicable.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.