



## **POSITION DESCRIPTION**

Position: **Landscaping Supervisor** Status: Non-exempt  
Program: Mather Landscaping Date Revised: 6/2014  
Reports to: Facilities Director

## **POSITION SUMMARY:**

The Landscaping Supervisor is responsible for providing the day-to-day supervision of employees and interns assigned to perform basic and semi-skilled work in the landscaping maintenance of the Mather Community Campus and partnering programs. Assignments involve grounds/parks/road maintenance work.

## **OBJECTIVES/ACTIVITIES:**

- A. Responsible for performing daily work requirements to achieve established objectives of the department.
  - 1. Assist in planning landscaping and grounds keeping activities, along with the Facilities Director.
  - 2. Transport clients to designated work sites.
  - 3. Supervise, train and evaluate landscaping interns and employees.
  - 4. Assign individuals or groups to activities such as cutting/clearing brush, clearing roadside debris, cleaning, removing, and replacing culverts, digging ditches, burning grasses and clearing/maintaining roadways, parks, landscaped areas, and other Volunteers of America facilities.
  - 5. Perform a variety of skilled small equipment operation and maintenance work.
  - 6. Estimate and schedule work to be done and the quantities of material needed.
  - 7. Inspect work projects in progress and upon completion.
  - 8. Ensure that landscaping employees employ proper work safety methods and standards.
  - 9. Respond to all client questions and concerns.
  - 10. Maintain records of work performed, supplies used, and equipment maintenance.
  - 11. Maintain clear, thorough, routine communication with all clients.
  - 12. Coordinate maintenance activities with other Volunteers of America activities, as well as outside agencies.
  - 13. Perform semi-skilled maintenance activities and other public works maintenance, as necessary.
  - 14. May perform other duties as assigned.
- B. Responsible for assistance with client development.
  - 1. Support the Volunteers of America Staff in implementing plans to assist the clients in the successful completion of the program.
  - 2. Role model positive behavior to help clients as they work towards self-sufficiency.
  - 3. Provide training to crews.
- C. Responsible for all areas of daily program maintenance in compliance with company policies.



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1. Document and report all client concerns and/or infractions that can impact the program security.
  2. Complete all shift logs, observation logs, and incident reports.
  3. Monitor inventory of program equipment and supplies and take appropriate action to replace or restock as needed.
  4. Secure approval for exceptions to standard policy.
  5. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
  6. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives.
  7. Communicate with on-site program staff, Administrative Assistant, Program Director, service providers and external county/state/city program representatives as required.
  8. Direct available resources as required.
  9. Comprehend and adhere to ethical standards, program philosophy guidelines, and confidentiality laws.
- D. Responsible for the assistance of training and development of new staff.
1. Assist the Facilities Director in department orientation and training of new participants as requested to assure quality work outcomes.
  2. Identify appropriate ongoing training for both new and existing staff and report needs to management.
  3. Serve as part of the program development team by providing information and support for the development of quality operations.
  4. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.
- E. Responsible for self-development
1. Continually learn and enhance technical and interpersonal skills.
  2. Attend staff meetings/assigned training seminars and complete required certifications, i.e. CPR, First Aid, etc.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to homelessness, substance abuse, young adults, minorities, persons with disabilities and reentry population. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. Three years of experience in public works construction and maintenance work including some supervisory experience. This position requires successful completion of background check through California Department of Corrections and Rehabilitation. Requires valid Class C California Driver's License and clean DMV printout. A High School degree or equivalent G.E.D is required. Computer skills preferred but not required. Requires CPR and First Aid training within ninety (90) days of employment, re-certification as necessary and T.B. testing annually.

**SPECIFIC SKILLS REQUIRED:**

Teamwork skills

Oral and written communication skills

Ability to de-escalate crisis situations and assist residents and staff in emergency situations



Organizational skills  
Analytical and decision making ability

**PHYSICAL REQUIREMENTS**

Lift and move up to 100 pounds with assistance  
Physically able to safely maneuver weight distribution of a client in an emergency situation  
Stand, walk, bend, stoop, and sit frequently  
Kneel occasionally  
Climb stairs where programs have more than one level  
Walk for long distances and on sloped ground and slippery and uneven surfaces  
Be able to maneuver quickly in emergency situations to assist clients as needed

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the Facilities Director or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

This position supervises a crew of Landscape Interns.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with county/state/city and business entities, clients, and all levels of employees. The Landscaping Supervisor is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Substantial financial loss through loss of business contracts is possible.

**NUMBER OF EMPLOYEES**

2-4 Landscape interns

**This job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_