



LANDSCAPE TECHNICIAN I

JOB DESCRIPTION

Department: Public Works	Division: Arbor
Work Location: Urbana Public Works	Percent Time: 100%, regular
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Arbor Supervisor and Landscape Supervisor	Union: AFSCME

JOB SUMMARY

The Landscape Section of the Arbor Division is responsible for all landscapes on public properties within Urbana. This includes landscapes around public buildings, downtown business district, parking lots, parklets, and rights-of-way landscape beds.

The Landscape Technician is ~~one of two technicians~~ responsible for the day-to-day grounds maintenance of City landscapes. ~~Landscape Technicians also provide leadership and~~ for landscape construction and plant installation projects. ~~Each technician~~ This position is responsible for maintaining specific landscaped areas; ~~actively participating~~ providing input in the planning of and supervising landscaping projects; organizing work sites; and ~~maintaining performing scheduled and unscheduled~~ pesticide application schedules. The Landscape Technician adheres ~~to~~ to the best practices and safety ideals for ornamental plant care, hardscape construction, and irrigation system management.

Distinguishing Characteristics

Distinguishing Characteristics: This is the journey-level class in the Landscape Technician series. This job class performs general landscaping tasks while learning the more skilled tasks. Incumbents in this classification receive on-the-job training, specific day-to-day direction, under moderate supervision. Positions at this level are not expected to function with the same amount of knowledge or skills as positions allocated to the Landscape Technician II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Under supervision and through training and experience, employees in this classification are assigned increasingly responsible duties.

~~This job class functions at a journey level of classification and requires general knowledge related to landscaping and grounds maintenance methods and techniques. This job class~~

~~exercises responsibility for performing a wide variety of gardening and grounds maintenance duties at the skilled level.~~

ESSENTIAL FUNCTIONS

- ~~Performs Assists the Arbor Supervisor in~~ landscape construction activities and day-to-day grounds maintenance.
- ~~Provides guidance and coordinates activities of site personnel in absence of the Landscape Technician II, Crew Leader or Supervisor as necessary~~
- ~~Monitors regular, part time and seasonal workers in the maintenance and planting of the landscaped areas.~~
- ~~ReInspects and reports on work performed on landscape work sites to the Landscape Technician II, Crew Leader or Supervisor as necessary~~ Arbor Supervisor.
- Plants and transplant trees, shrubs, and other plants.
- ~~Operates end loader, skid steer loader, backhoe, and dump trucks for landscaping work as assigned.~~
- Maintains or removes trees, shrubs, and other plant materials through the use of pruning shears, loppers, handsaw, chainsaw, hydraulic tools, or pesticide sprayer.
- Assists ~~Arbor Supervisor~~ in irrigation system diagnosis and maintenance.
- ~~Performs Assists in Conducts~~ proper weed control for landscape maintenance and weed abatement scheduling.
- Mows, trims, and edges designated ~~high level~~ maintenance areas.
- Trims and prunes trees and shrubs using chainsaw, handsaw, hand pruners, pole pruners, or pole saw.
- Sprays and fertilizes trees, shrubs, and other plants.
- ~~Diagnoses tree, shrub, and other plant problems and assists in their appropriate control measures.~~
- ~~Trains and monitors seasonal part time workers.~~
- ~~Performs daily preventative maintenance Responds to emergency calls about trees.~~
- ~~Assists in the maintenance of tools and and repair of chainsaws and other small equipment (i.e.- string trimers, chainsaw, mowers, or pesticide sprayer)~~
- ~~Removes snow from sidewalks by shoveling or using snow blower. Removes snow from streets and parking lots using snow plow; spreads salt on streets and sidewalks. Removes snow by shoveling, using snow blower on sidewalks in downtown area, and assists operations crew in snow plowing as needed.~~
- ~~Keeps daily logs and records as assigned. Reports on work performed on landscape work sites to the Landscape Technician II, Crew Leader or Supervisor as necessary.~~
- ~~Cleans Public Works facilities and yard as assigned.~~
- ~~Performs daily preventative maintenance of equipment.~~

- Performs other related duties as assigned.

JOB REQUIREMENTS

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Education & Experience

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

- Knowledge of and skills typically acquired through graduation from high school; knowledge of basic science, math, and communication.
- Minimum of ~~two (2)~~three (3) years of work experience with landscape construction, maintenance, and irrigation in a professional landscaping/arboricultural setting.
- College-level coursework in horticulture or related field is preferred.

Knowledge of

- Knowledge of and ability to identify trees, shrubs, and other plants via common name.
- Plant and tree anatomy and care requirements of plants, trees and shrubs.
- Characteristics of plant pests and diseases, insect problems, and appropriate techniques for control.
- Principals of proper pruning.
- Landscape construction techniques.
- Landscape bed preparation and planting techniques for a variety of plant material.
- Irrigation systems and their components.
- Knowledge and skills in using standard materials, tools, and equipment required in arboriculture and landscape trade, (including chainsaws, hand saws, pruners, hedge shears, roto-tillers, back pack sprayers, tank sprayers, shovels, rakes, hoes, tampers, water trucks, pick-up trucks, trucks with lift gates, dump trucks, skid steer loader, tractors, end-loaders, backhoe, and snow removal equipment).
- Occupational hazards and safety precautions and practices necessary in the arbor and landscape industry.
- Preventative maintenance and minor repair of equipment.

Skills

—Knowledge of and skills typically acquired through graduation from high school; knowledge of basic science math, and communication.

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~~— Knowledge and skills in using standard materials, tools, and equipment required for standard landscaping and arboriculture practices including front-end loader, skid-steer loader, backhoe, wood chipper, dump truck, snow plow, chain saws, hand saws, pruners, hedge shears, roto-tillers, back pack sprayers, tank sprayers, shovels, rakes, hoes, and bed edgers; ability to adapt to additional equipment and attachments as assigned.~~

~~● Knowledge of:~~

- ~~● Plant and tree anatomy, physiology, and growth requirements; ability to identify a variety of plant material.~~
- ~~● Plant diseases, insect problems, and appropriate control measures.~~
- ~~● Landscape construction techniques.~~
- ~~● Landscape bed preparation and planting techniques for a variety of plant material.~~
- ~~● Irrigation systems and their components.~~
- ~~● Urbana Tree Ordinance and standards.~~
- ~~● Proper pruning principles.~~
- ~~● Standard materials, tools, and equipment required in arboriculture and landscape trade, (including chainsaws, hand saws, pruners, hedge shears, roto-tillers, back pack sprayers, tank sprayers, shovels, rakes, hoes, tampers, water trucks, pick-up trucks, trucks with lift gates, dump trucks, skid steer loader, tractors, end loaders, backhoe, and snow removal equipment).~~
- ~~● Occupational hazards and safety precautions and practices necessary in arbor and landscape industry.~~
- ~~● Preventative maintenance and minor repair of equipment.~~
- ~~●~~

~~Skills & Experience~~

- ~~● Knowledge of and skills typically acquired through graduation from high school; knowledge of basic science math, and communication and two (2) years of work experience with landscape construction, maintenance, and irrigation.~~
- ~~● Knowledge and skills in using standard materials, tools, and equipment required for standard landscaping and arboriculture practices including front-end loader, skid-steer loader, backhoe, wood chipper, dump truck, snow plow, chain saws, hand saws, pruners, hedge shears, roto-tillers, back pack sprayers, tank sprayers, shovels, rakes, hoes, and bed edgers; ability to adapt to additional equipment and attachments as assigned.~~

~~— Ability to:~~

- ~~● Demonstrate good teamwork, leadership, interpersonal skills. Establishes and maintains effective working relationships with other employees and the public in the course of performing assigned duties.~~
- ~~● Demonstrate excellent verbal and written communication skills.~~
- ~~● Comprehend and interpret work assigned through written and verbal instructions.~~

- Perform tasks under adverse weather conditions.
- Manually lift 100 pounds and maneuver at least 200 pounds on a regular basis, with or without reasonable accommodation.
- Safely operate City vehicles requiring a State of Illinois Class B, CDL, Air Brake and Tanker endorsement driver's license.
- Provide routine maintenance of equipment used.
- Understand and apply Urbana Tree Ordinance and standards.
- ~~Perform tasks under adverse weather conditions.~~
- ~~Read and interpret work assigned through written and verbal instructions.~~
- Assist in organizing and scheduling maintenance activities.
- ~~Obtain a Landscape Industry Certified Technician — Exterior (formerly CLT-E) within two years of employment.~~
- ~~___ Lift 100 pounds and maneuver at least 200 pounds on a regular basis.~~
- ~~Operate City vehicles requiring a State of Illinois Class B, CDL, Air Brake and Tanker endorsement driver's license.~~

Licenses, Certifications and Memberships Required

- ~~Must possess or obtain a State of Illinois Class B, CDL Air Brake and Tanker Endorsement driver's license within fifteen (15) days of employment.~~
- ~~Must possess an Illinois Pesticide Applicators license, or obtain one within six months of employment. Must possess a State of Illinois Class B CDL driver's license with Air Brake and Tanker endorsement obtain one within six (6) months of hire.~~
- An Illinois State Pesticide Operator license is required within 1 year of employment
~~Obtain a Landscape Industry Certified Technician — Exterior (formerly CLT-E), or training with similar content and coursework, within two years of employment.~~

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Security Level

- ~~Level CDL: Must demonstrate the ability to perform safety sensitive functions in accordance with federal requirements.~~
- ~~Level PHYS: Must be able to demonstrate the ability to perform the essential functions that require physical agility as noted in the job description, with or without reasonable accommodations.~~

Special Requirements

- ~~Respond to emergencies and scheduled special events by working nights, weekends, and extended hours as needed.~~

Supplemental Information

Level and complexity of supervision exercised

- ~~This position is not responsible for supervising any staff positions, but may assist in providing guidance to seasonal and part-time personnel in absence of the Supervisor or Crew Leader.~~

Physical Demands and Working Conditions

- ~~Responds to emergencies and scheduled special events by working nights, weekends, and extended hours as needed.~~
- ~~Works out-of-doors year-round; works in adverse weather conditions, which can include working in high and low average degree temperatures, temperature changes of ten degrees or more, in high and low air pressure conditions, and in conditions of high and low humidity. Works with potentially toxic or caustic chemicals and is occasionally exposed to fumes or airborne particles. Works near traffic and automobile fumes. Works near moving mechanical parts, and is frequently exposed to wet and/or humid conditions and vibration.~~
- ~~Manually lift 100 pounds and maneuver at least 200 pounds on a regular basis, with or without reasonable accommodation.~~

Job Dimensions

- ~~Position will have contact with the public requiring courtesy, discretion, and sound judgment.~~
- ~~Must become a Landscape Industry Certified Technician — Exterior (formerly CLT-E) within twelve months of employment.~~

RESPONSIBLE FOR:

- ~~Reporting deficiencies or needs and coordinating maintenance schedules with Arbor Supervisor.~~
- ~~Safe operation of City vehicles and equipment.~~
- ~~Routine maintenance of equipment used.~~
- ~~Assisting Arbor Supervisor in maintaining landscape section's tool and equipment inventory.~~
- ~~Assessing emergency situation; correcting or controlling situation and contacting Arbor Supervisor, Arbor Division Manager, Director of Public Works, or Assistant to Director of Public Works.~~

CONTACTS: INTERNAL/EXTERNAL

- ~~Daily contact with general public and local businesses.~~
- ~~Daily contact with Arbor Supervisor to receive and perform work assignments.~~

WORK ENVIRONMENT

City of Urbana
Landscape Technician

- ~~Works out of doors year round.~~
- ~~Works with potentially dangerous tools.~~
- ~~May work around potentially hazardous chemicals.~~
- ~~May work near sewer and automobile fumes.~~
- ~~May work near heavy equipment and traffic.~~

~~The physical demands described 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 the essential functions.~~

~~The duties listed above 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 the position.~~

~~The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.~~

For HR/Finance Use

Title Code _____109	Pay Grade _____03
EEO Category 3 Technicians	

Class Specification History

— General revision: 7/25/2014

— General revision: 9/1/1999

Job Dimensions

Special Requirements

- Employees in this classification are designated as Emergency/Essential and may be required to work overtime with little or no advance notice. Employees in this classification may be subject to standby duty for after-hours emergencies on a rotating basis.
- The incumbent has considerable ongoing responsibility for public safety, as characterized by regularly scheduled duties including: 1) responding to emergencies that directly affect the safety of the public, and 2) operating equipment or machines for which the consequences of operator error include significant property damage and/or threaten serious injury to self or others.

Job Dimensions

Contacts

- The purpose of interactions occurring during the normal scope of work involve planning or coordinating work efforts with other City employees, members of the public, or others who are working toward common goals and where relationships are generally cooperative. Contacts are moderately structured and routine and require courtesy, discretion, and sound judgement.

Supervision Received

- This position works under the supervision of the Arbor Supervisor, however generally works independently under the oversight and guidance of the Crew Leader

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions, but may assist in providing guidance to seasonal and part-time personnel in absence of the Supervisor or Crew Leader.

Security Level

- Level CDL: Must demonstrate the ability to perform safety-sensitive functions in accordance with federal requirements.
- Level PHYS: Must be able to demonstrate the ability to perform the essential functions that require physical agility as noted in the job description, with or without reasonable accommodations.

Supplemental Information

Physical Demands and Working Conditions

- Works out-of-doors year- round; works in adverse weather conditions, which can include working in high and low average degree temperatures, temperature changes of ten degrees or more, in high and low air pressure conditions, and in conditions of high and low humidity. Works with potentially toxic or caustic chemicals and is occasionally exposed to fumes or airborne particles. Works near traffic and automobile fumes. Works near moving mechanical parts, and is frequently exposed to wet and/or humid conditions and vibration.
- Manually lift 100 pounds and maneuver at least 200 pounds on a regular basis, with or without reasonable accommodation.

Vision/Hearing

- Able to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress. Able to hear in the normal audio range with or without correction.

- ~~— Must become a Landscape Industry Certified Technician — Exterior (formerly CLT-E) within twelve months of employment.~~

RESPONSIBLE FOR:

- ~~— Reporting deficiencies or needs and coordinating maintenance schedules with Arbor Supervisor.~~
- ~~— Safe operation of City vehicles and equipment.~~
- ~~— Routine maintenance of equipment used.~~
- ~~— Assisting Arbor Supervisor in maintaining landscape section's tool and equipment inventory.~~
- ~~— Assessing emergency situation; correcting or controlling situation and contacting Arbor Supervisor, Arbor Division Manager, Director of Public Works, or Assistant to Director of Public Works.~~

CONTACTS: INTERNAL/EXTERNAL

- ~~— Daily contact with general public and local businesses.~~
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WORK ENVIRONMENT

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Class Specification History

General revision: 08/30/2023

General revision: 7/25/2014

General revision: 9/1/1999

City of Urbana
Landscape Technician

For HR/Finance Use

<u>Title Code</u> 109	<u>Pay Grade</u>
<u>EEO Category</u> 3-Technicians	