



LANDSCAPE/ARBOR MAINTENANCE WORKER

JOB DESCRIPTION

Department: Public Works	Division: Operations
Work Location: Urbana Public Works Landscape Recycling Center Urbana Public Works	Percent Time: 100% (1.0 FTE)
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Arbor Supervisor	Union: AFSCME

JOB

SUMMARY

The Landscape/Arbor Maintenance Worker performs responsible professional work under the general direction of the Arbor Supervisor in the ~~repair, maintenance and care of the landscapes-city trees~~ on public properties within Urbana. ~~This includes landscapes, including areas around public buildings, downtown business district, parking lots, parklets, and rights-of-way-ways.~~ Work typically includes a variety of arboriculture tasks, which may include any combination of the following: removing dead trees; trimming and pruning existing trees; planting new trees; spraying or injecting chemicals used in promoting tree health; fertilizing; and watering. The Landscape/Arbor Maintenance Worker ~~may also~~ assists the Landscape section with planting annual flowers, seasonal clean up, maintaining downtown-landscapes and caring for landscape beds-plants at facilities.

While performing this work, incumbent adheres to the best practices and safety ideals for ornamental plant care, hardscape construction, irrigation system management arboricultural practices including pruning, planting, and removal techniques, composition and use of common pesticides and fertilizers, occupational hazards and safety precautions of the landscape tree care industry, and other related work. Work assignments may also include duties related to emergencies or scheduled special events, assisting Landscape Recycling Center staff with ticket booth operation, material delivery, and site work.

Distinguishing Characteristics

Distinguishing Characteristics: This is the entry-level class in the respective Arbor and Landscape Technician series. This job class performs landscaping and basic tree care maintenance tasks while learning the more skilled tasks. Incumbents in this classification receive on-the-job training, specific day-to-day direction, and are closely supervised. Positions at this level are not expected to function with the same amount of knowledge or skills as positions allocated to the Landscape Technician or

Arbor Technician level and exercise less independent discretion and judgment in matters related to work procedures and methods. Advancement to the Landscape Technician level Under supervision and through training and experience, employees in this classification are assigned increasingly more responsible duties. Advancement to the Arbor Technician or Landscape Technician position is based on meeting minimum qualifications, satisfactory job performance, and position availability.

ESSENTIAL FUNCTIONS

LRC maintenance

Operates dump trucks, wood chipper, compost screener, log splitter and chain saws.

Monitors the type of material entering the Center and determines acceptability.

Estimates volumes of materials received, operates cash register to issue receipts, and collects fees associated with the distribution of processed materials.

Performs daily preventative maintenance on equipment.

Maintains the site in a clean and orderly manner to provide safe working conditions.

Assists in maintaining adequate supplies of processed materials available for distribution.

Cuts, splits and stacks firewood with an advanced log splitter.

Removes trash from entrance road and all areas of the site to maintain professional appearance and meet Illinois EPA permit standards.

Secures LRC access points, buildings, and equipment.

Loads and delivers product sold at the Landscape Recycling Center.

Assists LRC customers with purchases and operates a cash register.

Keeps daily logs and records as assigned.

- Acts as site crew leader of seasonal and part-time personnel in absence of site operator or Arbor Supervisor.
- Assists with the training of other site personnel as necessary.

Landscape maintenance

Arbor/Landscape/Arbor Maintenance

- Assists in landscape construction activities and day-to-day grounds maintenance.
- Plants and transplant trees, shrubs, and other plants.
- Assists with maintenance, removal, and disposal of trees, shrubs, and other plant materials through the use of pruning shears, loppers, handsaw, chainsaw, stump grinder, wood chipper, and/or hydraulic tools.
- Assists in irrigation system diagnosis and maintenance.
- Mows, trims, and edges designated maintenance areas.

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- Assists in the preparation and application of pesticides and herbicides (ifas licensed).
 - Trims and prunes trees according to established standards and procedures using chainsaws, pole saws, power pole pruners and chippers.
 - Manages ground duties during pruning and removal operations such as lowering limbs with ropes, keeping climber's rope free of debris, communication with aerial trimmer and timing of brush removal and protection of others from entering drop zone.
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- Treats and/or disposes of dead and diseased trees, shrubs, and other plant materials through the use of handsaw, chainsaw, pesticide sprayer, stump grinder, and wood chipper.
 - Plants and transplant trees, shrubs, and other plants.
 - Assists with maintenance, and removal, and disposal of trees, shrubs, and other plant materials through the use of pruning shears, loppers, handsaw, chainsaw, stump grinder, wood chipper, and/or hydraulic tools.
 - Assists in the preparation and application of pesticides and herbicides.
 - Mows, trims, and edges designated high level maintenance areas.

LRC maintenance

- Operates dump trucks, wood chipper, log splitter and chain saws.
- Monitors the type of material entering the Center and determines acceptability.
- Estimates volumes of materials received, operates cash register to issue receipts, and collects fees associated with the distribution of processed materials.
- Performs daily preventative maintenance on equipment.
- Maintains the site in a clean and orderly manner to provide safe working conditions.
- Assists in maintaining adequate supplies of processed materials available for distribution.
- Cuts, splits and stacks firewood with an advanced log splitter.
- Removes trash from entrance road and all areas of the site to maintain professional appearance and meet Illinois EPA permit standards.
- Secures LRC access points, buildings, and equipment.
- Loads and delivers product sold at the Landscape Recycling Center.
- Assists LRC customers with purchases and operates a cash register.
- Keeps daily logs and records as assigned.

General duties

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- Assists with maintenance and repair of chainsaws and other small equipment.
- ~~Snow removal: Removes snow from sidewalks by shoveling or, using snow blower, on sidewalks in downtown area, and assists operations crew in snow plowing as needed; Removes snow from streets and parking lots using snow plow, snow blower and shovel; spreads road salt on streets and sidewalks; puts up snow fences as assigned.~~
- ~~Responds to emergency calls. Sets up and removes traffic control signs, barricades, and barrels for special events as assigned.~~
- ~~Cleans trash and debris from streets and right-of-ways using push brooms and hoses as assigned. Hauls and dumps trash; grinds assists in grinding stumps using with use of stump grinder, processes brush with use of wood chipper; picks up leaves using dump truck and shovel as assigned.~~
- ~~Mows grass using hand and riding lawn mowers, bush hog, and edger as assigned. Cleans Public Works facilities and yard as assigned.~~
- Performs other related duties as assigned.

JOB REQUIREMENTS

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:

- ~~Basic math and communication skills typically acquired through graduation from high school.~~
- ~~Materials Knowledge of Mmaterials, tools, equipment and landscape construction standards typically used in professional landscape maintenance and arboriculture and/or general construction.~~

Preferred Attributes

- ~~At least eighteen months prior on-the-job experience in any of the categories of concrete construction or repair, asphalt construction or repair, sewer construction or repair, or traffic sign construction and maintenance where the work performed was the primary occupation of the applicant with tree and/or landscape maintenance (e.g. pruning, trimming, planting and removal). Knowledge of and skills typically acquired through graduation from high school; knowledge of basic science, math, and communication~~
- ~~At least eighteen months prior on-the-job experience with tree and/or landscape maintenance (e.g. pruning, trimming, planting and removal) is preferred.~~
- ~~College-level coursework in horticulture or related field is preferred.~~

Knowledge of

- ~~Knowledge of materials, tools, equipment and landscape construction standards typically used in professional landscape maintenance and arboriculture.~~
- ~~Functions of hand tools such as chainsaws, shears, hoes, pruners, weed eaters string trimmers, power edgers, and small lawn mowers.~~

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- ~~•, jack hammers, pipe cutters and power trenchers.~~
- Common names identification and care requirements of plants, trees, and shrubs.
- ~~• Characteristics of plant pests and diseases and techniques for control.~~

Ability to

- Demonstrate good teamwork, leadership, interpersonal skills, and excellent verbal and written communication. Establishes and maintains effective working relationships with other employees and the public in the course of performing assigned duties.
- Comprehend and interpret work assigned through written and verbal instructions.
- ~~• Comprehend and interpret work assigned through written and verbal instructions.~~
- Perform tasks under adverse weather conditions.
- Maneuver Lift 100 pounds and position fifty (50) maneuver at least 200 pounds on a regular basis-, with or without special reasonable accommodation.
- Safely operate City vehicles, including those requiring a State of Illinois Class B CDL.
- Provide routine maintenance of equipment used.
- ~~• Perform safety-sensitive functions in accordance with federal requirements.~~
- Respond to emergencies and scheduled special events by work nights, weekends, and extended hours as needed.

Licenses, Certifications and Memberships Required

- Must possess a State of Illinois Class B CDL driver's license or obtain one within ~~three~~ three (3) sixthree (36) months of hire.
- ~~•~~ An Illinois State Pesticide Applicator license is preferred.

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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 demonstrate the ability to perform essential functions that require physical agility as noted in the job description, with or without reasonable accommodations.~~

Special Requirements

- ~~• Must be able to perform safety-sensitive functions in accordance with federal requirements.~~
- ~~• Must be able to complete and pass a medical examination upon a conditional offer of employment.~~

Job DimensionsSupplemental Information

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.

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

- Typically, the Landscape/~~Arbor~~ Maintenance Worker receives close supervision from the Arbor Supervisor initially; as the incumbent becomes familiar with the work, the supervision will become more general in nature.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions, but may ~~provide~~assist in providing guidance ~~and coordinate activities of~~to seasonal and part-time personnel in absence of ~~site operator or~~the Arbor 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 demonstrate the ability to perform essential functions that require physical agility as noted in the job description, with or without reasonable accommodations.

Supplemental Information

Physical Demands and Working Conditions

The work environment involves potential high risk and/or stress due to exposure to dangerous situations, hazardous materials, and/or unusual environmental stress from working in high-risk situations and/or high noise levels, poor ventilation, and/or extremes of heat or cold. Protective gear and/or special equipment is normally required.

Work requires considerable and strenuous physical exertion such as climbing ladders, frequent lifting of objects up to 100 pounds, crawling or crouching in restricted areas. Occasional maneuvering of heavy objects

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weighing up to 200 pounds is required with or without special accommodations. The work environment and physical demands may include: making precise arm-hand positioning movements; lifting arms above shoulder level; working in small, cramped areas, (e.g., equipment enclosures ,etc.); climbing ladders or steps to reach work areas; remaining in a standing position for extended periods of time; working outside year-round in a variety of weather conditions with exposure to the outdoor elements; moving heavy objects long distances (more than 20 feet); traveling across rough, uneven, or rocky surfaces; lifting heavy objects up to 100 lbs.; using power tools and hand tools; climbing stairways, ladders, and work on elevated structures; working in a stationary position for considerable periods of time (i.e., kneeling, standing, and sitting); exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.; exposure to hazards of falls, noise, equipment operation, etc.;; and may require working extended hours (employees are assigned stand-by shifts outside their normal work shift and may be called for emergencies).

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.

The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing 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

Physical Demands and Working Conditions

- ~~• Works out-of-doors year-round including 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.~~

Job Dimensions

- ~~• Position will have contact with the public requiring courtesy, discretion, and sound judgment.~~

~~The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

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~~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 endeavors.~~

~~The City of Urbana is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Urbana encourages both incumbents and individuals who have been offered employment to discuss potential accommodation with the employer.~~

Class Specification History

General revision: 08/30/2023

General revision: 7/25/2014

General revision: 9/1/1999

For HR/Finance Use

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