



# LANDSCAPE TECHNICIAN

## JOB DESCRIPTION

<b>Department:</b> Public Works	<b>Division:</b> Arbor
<b>Work Location:</b> Landscape Recycling Center	<b>Percent Time:</b> 100%
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Landscape Supervisor	<b>Union:</b> AFSCME

## JOB SUMMARY

Responsible for the landscape construction activities and day-to-day grounds maintenance of City landscapes. Designs, develops and maintains landscaped areas; participates in planning and coordinating landscape projects; organizes work sites and maintains pesticide application schedules; helps maintain inventories and equipment. Plants, transplants, removes, trims, prunes, sprays, and fertilizes trees, shrubs, and other plants; diagnoses plant problems and assists in their control measures; operates equipment as assigned.

## ESSENTIAL FUNCTIONS

- Assists Landscape Supervisor in landscape construction activities and day-to-day grounds maintenance.
- Monitor regular, part-time and seasonal workers in the maintenance and planting of the landscaped areas.
- Inspects and reports work performed on landscape work sites to Landscape Supervisor.
- Plants and transplant trees, shrubs, and other plants.
- Treats and/or disposes of dead and diseased trees, shrubs, and other plant materials through the use of handsaw, chainsaw, hydraulic tools, pesticide sprayer.
- Operates end loader, skids steer loader, backhoe, dump trucks and various boom trucks for tree maintenance and other Public Works projects as assigned.
- Assist in irrigation system diagnosis and maintenance.
- Assist in weed abatement and weed abatement scheduling.
- Assists in mowing contract work inspection as well as mows, trims, and edges designated high level maintenance areas.
- Trims and prunes trees and shrubs using chainsaw, handsaw, hand pruners, pole pruners, pole saw and aerial lift truck or rope and saddle.

- Responds to emergency calls about trees in absence of other arbor personnel.
- Sprays and fertilizes trees, shrubs, and other plants.
- Diagnoses tree, shrub, and other plant problems and assists in their appropriate control measures.
- Trains, monitors, and coordinates seasonal part-time workers as directed by Supervisor.
- Assist in maintaining downtown area landscape.
- Assists in the maintenance and repair of chainsaws and other small equipment.
- Organizes work sites.
- 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 record as assigned.
- Performs daily preventative maintenance of equipment.
- Performs other related duties as assigned.

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## **JOB REQUIREMENTS**

### **KNOWLEDGE & 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 of plant and tree anatomy, physiology, and growth requirements; ability to identify a variety of plant material.
- Knowledge of plant diseases, insect problems, and appropriate control measures.
- Skill in landscape construction techniques.
- Knowledge of irrigation systems and their components.
- Knowledge and ability to apply proper pruning principles.
- 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). Ability to adapt to additional equipment as assigned.
- Knowledge and ability to safely remove hazardous trees.
- Knowledge of Urbana's Tree Ordinance and Arboricultural Standards.
- Knowledge of occupational hazards and safety precautions and practices necessary in arbor and landscape industry.
- Knowledge of preventative maintenance and minor repair of equipment.

### **ABILITY TO**

- Perform tasks under adverse weather conditions.

- Read and interpret work assigned through written and verbal instructions.
- Assist in organizing and scheduling maintenance activities.
- Effectively supervise others.
- Climb trees using rope and saddle technique.
- Lift 100 pounds and maneuver at least 200 pounds on a regular basis.
- Successfully pass a mandatory drug screening prior to employment and random mandatory drug screenings throughout employment.
- Operate City vehicles requiring a State of Illinois Class B, CDL, Air Brake and Tanker endorsement driver's license.

**LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED**

- Possession or ability to obtain a State of Illinois Class B, CDL, Air Brake and Tanker endorsement drivers license within fifteen working days of employment.
- Must possess, or obtain within one (1) year of employment, an Illinois Pesticide Applicators license.
- Must possess, or obtain within one (1) year of employment, an Illinois Landscape Contractors Association (ILCA) Landscape technician Certification.

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**RESPONSIBLE FOR:**

- Monitoring City mowing contract and downtown area tree care. The Landscape Technician reports deficiencies or needs and coordinates maintenance schedules with Landscape Supervisor.
- Safe operation of City vehicles and equipment.
- Routine maintenance of equipment used.
- Assisting Landscape Supervisor in maintaining landscape section's tool and equipment inventory.
- Assessing emergency situation; correcting or controlling situation and contacting Landscape Supervisor, Arbor Division Manager, Director of Public Works, or Assistant to Director of Public Works of an emergency.

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**CONTACTS: INTERNAL/EXTERNAL**

- Daily contact with general public and local businesses.
- Contact with Police Department on emergency call.

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**WORK ENVIRONMENT**

- Works out-of-doors year round.
- Works with potentially hazardous chemicals.
- Works with potentially dangerous tools.
- Works at heights in trees.

City of Urbana  
Landscape Technician

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- Works in and around heavy equipment and traffic.
- Routinely exposed to potentially dangerous work situations, including electrical hazards.

*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.*

*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.*

Prepared By: Mike Brunk, Ron Gremore, Kathleen Charleston 9/20/99  
Signature Date

Approved By: \_\_\_\_\_  
Department Head Date

Approved By: \_\_\_\_\_  
Personnel Manager Date

Approved By: \_\_\_\_\_  
Civil Service Commission Date

Reviewed By: \_\_\_\_\_  
Human Relations Officer Date

### **Class Specification History**

General revision: 9/1999

*For HR/Finance Use*

<b>Title Code</b>	<b>Pay Grade</b> 03
<b>EEO Category</b> 3–Technician	



CITY OF URBANA  
Human Resources Division

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<u>Reports To:</u> <u>Landscape Supervisor</u>	<u>Union:</u> <u>AFSCME</u>

## JOB SUMMARY:

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## ESSENTIAL ~~JOB~~ FUNCTIONS:

- Assists Landscape Supervisor in landscape construction activities and day-to-day grounds maintenance.
- Monitors regular, part-time and seasonal workers in the maintenance and planting of the landscaped areas.
- Inspects and reports work performed on landscape work sites to Landscape Supervisor.
- Plants and transplant trees, shrubs, and other plants.
- Treats and/or disposes of dead and diseased trees, shrubs, and other plant materials through the use of handsaw, chainsaw, hydraulic tools, pesticide sprayer, ~~and~~.
- Operates end loader, skids steer loader, backhoe, dump trucks and various boom trucks for tree maintenance and other Public Works projects as assigned.
- Assist in irrigation system diagnosis and maintenance.
- Assist in weed abatement and weed abatement scheduling.
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- Trims and prunes trees and shrubs using chainsaw, handsaw, hand pruners, pole pruners, pole saw and aerial lift truck or rope and saddle.

- Responds to emergency calls about trees in absence of other arbor personnel.
- Sprays and fertilizes trees, shrubs, and other plants.
- Diagnoses tree, shrub, and other plant problems and assists in their appropriate control measures.
- Trains, monitors, and coordinates seasonal part-time workers as directed by Supervisor.
- Assist in maintaining downtown area landscape.
- Assists in the maintenance and repair of chainsaws and other small equipment.
- Organizes work sites.
- 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 record as assigned.
- Performs daily preventative maintenance of equipment.
- Performs other related duties as assigned.

#### JOB REQUIREMENTS:

##### KNOWLEDGE & 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 of plant and tree anatomy, physiology, and growth requirements; ability to identify a variety of plant material.
- Knowledge of plant diseases, insect problems, and appropriate control measures.
- Skill in landscape construction techniques.
- Knowledge of irrigation systems and their components.

~~Ability to perform tasks under adverse weather conditions.~~

~~Ability to read and interpret work assigned through written and verbal instructions.~~

~~Ability to assist in organizing and scheduling maintenance activities.~~

~~Ability to effectively supervise others.~~

- ~~Knowledge and ability to apply proper pruning principles.~~
- 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). Ability to adapt to additional equipment as assigned.

~~Ability to climb trees using rope and saddle technique.~~

- ~~Knowledge and ability to safely remove hazardous trees.~~
- Knowledge of Urbana's Tree Ordinance and Arboricultural Standards.
- Knowledge of occupational hazards and safety precautions and practices necessary in arbor and landscape industry.
- Knowledge of preventative maintenance and minor repair of equipment.

**ABILITY TO ~~Lift~~**

- Perform tasks under adverse weather conditions.
- Read and interpret work assigned through written and verbal instructions.
- Assist in organizing and scheduling maintenance activities.
- Effectively supervise others.
- Climb trees using rope and saddle technique.
- Lift 100 pounds and maneuver at least 200 pounds on a regular basis.
- Successfully pass a mandatory drug screening prior to employment and random mandatory drug screenings throughout employment.
- Operate City vehicles requiring a State of Illinois Class B, CDL, Air Brake and Tanker endorsement driver's license.

**LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED**

- Possession or ability to obtain a State of Illinois Class B, CDL, Air Brake and Tanker endorsement drivers license within fifteen working days of employment.
- Must possess, or obtain within one (1) year of employment, an Illinois Pesticide Applicators license.
- Must possess, or obtain within one (1) year of employment, an Illinois Landscape Contractors Association (ILCA) Landscape technician Certification.

**RESPONSIBLE FOR ~~monitoring~~:**

- Monitoring City mowing contract and downtown area tree care. The Landscape Technician reports deficiencies or needs and coordinates maintenance schedules with Landscape Supervisor.
- Safe operation of City vehicles and equipment.
- Routine maintenance of equipment used.
- Assisting Landscape Supervisor in maintaining landscape section's tool and equipment inventory.
- Assessing emergency situation; correcting or controlling situation and contacting Landscape Supervisor, ~~City Arborist~~ Arbor Division Manager, Director of Public Works, or Assistant to Director of Public Works of an emergency.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with general public and local businesses.
- Contact with Police Department on emergency call.

WORK ENVIRONMENT

- Works out-of-doors year round.
- Works with potentially hazardous chemicals.
- Works with potentially dangerous tools.
- Works at heights in trees.
- Works in and around heavy equipment and traffic.

Routinely exposed to potentially dangerous work situations, including electrical hazards.

SPECIAL EFFORT REQUIRED:

~~Must possess or obtain within fifteen (15) days of employment a State of Illinois Class B, CDL Air Brake and Tanker Endorsement drivers license.~~

- ~~Must possess, or obtain within one (1) year of employment, an Illinois Pesticide Applicators license.~~

- ~~Must possess, or obtain within one (1) year of employment, an Illinois Landscape Contractors Association (ILCA) Landscape technician Certification.~~

**Comment [EB1]:** This section has moved to the "LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED" section under Job Requirements.

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Department Head Date



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Personnel Manager Date

Approved By: \_\_\_\_\_  
Civil Service Commission Date

Reviewed By: \_\_\_\_\_  
Human Relations Officer Date

~~Reviewed By: \_\_\_\_\_  
Chief Administrative Officer Date~~

**Class Specification History**

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