



ADMINISTRATION
Human Resources

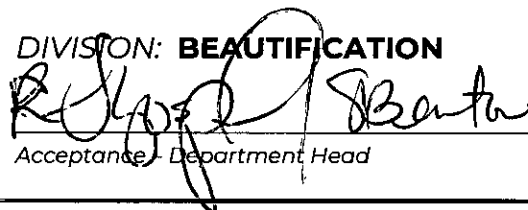
**JOB TITLE: LANDSCAPING & MOWING
MAINTENANCE SUPERVISOR**

DEPARTMENT: PUBLIC WORKS

JOB CLASS NUMBER: 6377

DIVISION: BEAUTIFICATION

REVISION DATE: 6.4.2024


Acceptance Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Under the immediate supervision of the Public Works Field Manager, this position is responsible for coordinating and managing all mowing and related services and related activities, ensuring quality standards are maintained within the Sanitation Division.

EXAMPLES OF DUTIES:

- *Performs landscape maintenance and installation operations including pruning, spring/fall cleanup, and leaf removal, mulching, bed edging, plant installation, grading, and seeding.*
- *Landscape maintenance operations are completed using proper industry techniques.*
- *Performs job assignments in a safe and timely manner.*
- *Oversees operations related to mowing, maintenance, and the application of herbicide to roadway rights of way to ensure they meet specified standards.*
- *Responsible for the maintenance and repair of vehicles, tools, and equipment used for mowing.*
- *Reviews monthly cost reports related to vehicle maintenance, repairs, supplies, and fuel usage.*
- *Coordinates maintenance and repairs with Central Maintenance.*
- *Prepares schedules, assigns work crews, and issues instructions.*
- *Monitors and ensures compliance with operating rules and procedures.*
- *Tracks and reports on daily work completed.*
- *Operates mowing and herbicide equipment as required.*

TRAINING AND EXPERIENCE:

- *High school diploma or equivalent.*
- *Minimum ten (10) years of experience in mowing or ground maintenance operations.*
- *At least one (1) year of experience as a supervisor, manager, or crew leader in a public works-related activity, or equivalent combination of related education and experience.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Thorough knowledge of modern principles, practices, methods, and equipment used in mowing and ground maintenance operations.*
- *Comprehensive understanding of applicable policies, laws, and regulations.*
- *Proficiency in operating the designated tools and equipment.*
- *Effective communication skills, both oral and written.*
- *Strong supervisory abilities.*
- *Dependable and punctual attendance.*

WORKING CONDITIONS:

- *Work is performed in an outside environment and is subject to heavy lifting.*
- *Exposure to extreme weather conditions and normal equipment operating noise.*
- *Proper personal protective equipment will be provided.*
- *Leather work boots are highly recommended.*

LICENSES AND CERTIFICATES:

- *Valid Louisiana Driver's License*
- *Obtain a State of Louisiana Herbicide Applicator's License in general/basic, weed, and lawn ornamental categories within twelve (12) months of the date of hire.*

INTERNAL POSTING PERIOD: 7/2 - 7/17/24

Position posting goes public after 10th day.