



# CITY OF SEDALIA, MISSOURI

Job Description

|                   |                                       |                           |      |
|-------------------|---------------------------------------|---------------------------|------|
| <b>Job Title:</b> | <b>LANDSCAPE SUPERVISOR/SECRETARY</b> |                           |      |
| Department:       | Parks and Recreation                  |                           |      |
| Supervisor:       | Park Supervision Structure            |                           |      |
| Date:             | December 2013, Revision 1             | Position No.              | PR/8 |
| FLSA Status:      | Non-Exempt                            | Random Substance Testing: | Y    |

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## **Job Summary:**

Responsible for supervision of the landscape staff to maintain the condition and appearance of trees, shrubs, plants and foliage for assigned landscaped areas within the Parks System or other properties assigned by the City of Sedalia.

Responsible for basic office work including but not limited to: receptionist, phone, clerical, accounts payable, assist with special events.

## **Job Scope:**

Responsible for supervision of the landscape staff to maintain the condition and appearance of trees, shrubs, plants and foliage for assigned landscaped areas within the Parks System or other properties assigned by the City of Sedalia

Responsible for basic office work including but not limited to: receptionist, phone, clerical, accounts payable, assist with special events

## **Essential Duties and Responsibilities:**

1. Plans, schedules, assigns, and supervises the landscaping, seeding, weeding, cultivating, and general care of the parks landscaped areas.
2. Performs periodic assessments of landscaped areas.
3. Plans and supervises cultivation, pruning, spraying, and transplanting of a large variety of plants, shrubs and trees.
4. Plans and supervises operation of a greenhouse.
5. Requisitions and distributes materials and equipment for landscaping.
6. Performs other duties as assigned.
7. Performs all work in a manner compatible with the philosophy of safety procedures set forth by the Sedalia Parks Department and City of Sedalia.
8. Hires, supervises, recommends discipline or termination, and coordinates volunteers & seasonal workers.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. High School diploma or GED
2. Training in horticulture and experience in general landscaping preferred
3. Accounts Payable experience required.
4. Missouri driver's license
5. Must agree to be subject to on-going random drug screen throughout employment

**Necessary Knowledge, Skills, and Abilities:**

1. Supervises all landscaping personnel.
2. Planning, scheduling, organizing and directing work, training personnel, and recommending applicants for employment or for discipline, termination or retention.
3. Individuals in this position are required to teach and enforce safety regulations;
4. Assist landscape staff with hands-on approach in fulfilling landscaping requirements;
5. Maintain effective communication with other departments;
6. Order tools, equipment and supplies and ensure landscape operations are conducted within budget.
7. Required to work some weekends, a variety of shifts and over time with little or no notice during peak seasons and special events. Subject to work through lunch break or eat lunch in field. Must have home or cell phone in employee's name and reliable transportation.

**Guidelines:**

1. City and department policies and procedures.
2. Guidelines require judgment, selection, and interpretation in application. .

**Complexity:**

The work consists of varied community development and code enforcement duties. The need for sensitivity to political factors and enforcement issues requiring legal intervention contribute to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, other city employees.
2. General public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

Hires, supervises, recommends discipline or termination, and coordinates up to 5 seasonal employees and volunteers.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and distinguishes between shades of color.

**Work Environment:**

The work is typically performed outdoors. The employee may be exposure to dust, pollen, and a variety of insects stings and bites; subject to a variety of extreme weather conditions; susceptible to mechanical hazards associated with equipment; may be exposed to hazardous chemicals associated with weed control.