

RESOLUTION NO. 2014-116

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
AUTHORIZING AND APPROVING THE CREATION OF A LANDSCAPE
MAINTENANCE WORKER POSITION, ASSOCIATED JOB DESCRIPTION AND
SALARY RANGE IN THE PUBLIC WORKS DEPARTMENT**

WHEREAS, staff has analyzed current staffing needs, options and costs associated with delivering landscape maintenance services in the City and recommends creating a new position of Landscape Maintenance Worker, and

WHEREAS, staff developed a job description and consulted with the Service Employees International Union, Local 1021 (SEIU) regarding the Landscape Maintenance Worker position, and

WHEREAS, staff recommends the new Landscape Maintenance Worker position be placed in the SEIU bargaining group, and

WHEREAS, staff recommends a new salary range 60W of \$3,007-\$3,655 per month and the Landscape Maintenance Worker position be placed in this range and,

WHEREAS, staff recommends approval of the creation of the Landscape Maintenance Worker position job description and salary range 60W.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the creation of the Landscape Maintenance Worker position, associated job description and salary ranges, which are attached hereto as Exhibit "A" and incorporated by this reference.


DULY AND REGULARLY ADOPTED this 14th day of October, 2014.



CITY OF ROHNERT PARK

Joseph F. Callinan, Mayor

ATTEST:


JoAnne M. Buergler, City Clerk

BELFORTE: ABSENT MACKENZIE: AYE STAFFORD: AYE AHANOTU: AYE CALLINAN: AYE

AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)

EXHIBIT A

City of Rohnert Park

LANDSCAPE MAINTENANCE WORKER

SALARY RANGE

\$3,007 – \$3,655 Monthly

DEFINITION

Performs a variety of unskilled and semi-skilled tasks in the maintenance and repair of landscape areas in parks, street medians, facilities and other public grounds and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class require some prior municipal or industrial landscape experience. A Landscape Maintenance Worker performs a wide variety of unskilled to semi-skilled landscape maintenance tasks. Incumbents may be expected to operate landscape maintenance equipment including mowers, trimmers, blowers and other hand tools.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by a Supervising Maintenance Worker and may include additional field supervision provided by a Maintenance Worker.

ESSENTIAL DUTIES

(These duties are a representative sample; position assignments may vary.)

- Perform general landscape maintenance duties including mowing, trimming, edging, hedging and weeding
- Clean and maintain outdoor areas, including weeding, watering, planting, picking up litter, and assisting in the care of trees, shrubs, flowers and lawns
- Load, unload and transport dirt, plants, and construction materials
- Assist in roadway lane closures by setting up traffic cones, directional signs and barricades to channel traffic
- Remove small trees, stumps and roots, and assist in removing larger trees
- Repair and/or report vandalism, damage or major maintenance requirements
- Inspect and clean irrigation systems
- Replace broken sprinkler heads and nozzles and make basic repairs of irrigation systems
- Perform minor building maintenance and custodial work
- Mow and edge grass areas

- Apply or assist in the preparation and application of pesticides
- Transport equipment, materials, or debris from one location to another
- Clean and maintain trucks, equipment and tools used in the course of work
- Dispose of litter, broken glass, debris and brush
- Operate and/or drive a variety of light duty equipment and vehicles typically used in Public Works maintenance activities

QUALIFICATIONS

Education/Experience

Sufficient education and experience to successfully perform the duties of a **Landscape Maintenance Worker** in the City of Rohnert Park. A typical way of obtaining the required qualifications is:

Education - Possess the equivalent of a high school diploma or GED; and
Experience - Six months of municipal or industrial landscape experience

Licensing and Certification Requirements:

- A valid State of California Class C driver's license by date of appointment
- Pesticide Applicator Certificate is desirable

Required licenses and certifications must be kept current during employment with the City.

Knowledge of:

- Principles, techniques and equipment used in the maintenance of public parks, facilities, and street landscape areas
- Safe practices in using a variety of tools and equipment
- Traffic laws, ordinances, rules and regulations involved in the operation of vehicles and equipment operations
- Arithmetic sufficient to calculate volumes, areas, lengths, percentages and conversions
- Safe work practices, including safety precautions for operating power equipment, working in traffic and under hazardous conditions

Skill to:

- Operate a variety of power tools and equipment used in landscape maintenance activities

Ability to:

- Diagnose problems and determine appropriate action
- Interpret and work from sketches, blueprints, and specifications
- Exercise good judgment and exhibit proactive decision-making skills

- Take initiative to seek out work; complete tasks and follow through with work assignments in a timely fashion
- Establish and maintain positive cooperative working relationships
- Follow verbal and written directions
- Work effectively as part of a team or independently
- Perform heavy, manual labor under adverse working conditions
- Read, write and speak English clearly

Working Conditions:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision, for example, when operating equipment and repairing irrigation systems. The ability to adequately hear the sound of vehicles when backing up as well as to determine if power tools and equipment are on or off is required for safety. The need to lift, push, drag bags, mowers, and other equipment and supplies weighing up to 70 pounds is also required. Additionally, the incumbent in this outdoor position works in all types of weather including wet, hot, and cold conditions. The incumbent may use pesticides. The incumbent may be required to wear respiratory equipment. The nature of the work also requires the incumbent to climb ladders; use gas powered, noise-producing, and/or vibrating tools and equipment; drive motorized vehicles and operate heavy equipment; work in heavy vehicle traffic conditions which subjects the employee to traffic, mechanical, and electrical hazards. Incumbent may be required to work at heights, underground, and in confined spaces.

FLSA Status: Non-exempt
Employee Unit: Service Employees' International Union (SEIU)
Approved By:
Date Approved:

ATTACHMENT 3

Salary Survey - Landscape Maintenance Worker (9/30/14)

City	Title	Notes	Step 1 Monthly	Top Monthly
Danville	Maintenance Worker I	similar position; also performs installation/repair of traffic control signs, carpentry, spreads asphalt	\$3,062	\$4,195
Martinez	Park Caretaker I	similar position; also performs fabrication and installation of park facilities, digs trenches	\$3,714	\$4,515
San Ramon	Maintenance Assistant	similar position; less responsibility and better fit than their Maintenance Tech I	\$3,112	\$3,890
Santa Rosa	Groundskeeper	similar position; also assembles/repairs playground equipment, performs special construction projects (building sheds, etc.), digs trenches. Position is not part of a series. Scope primarily focused on maintenance of grounds and landscaped areas. Once fully trained, not expected to develop advanced journey level maintenance skills	\$3,387	\$4,016
Rohnert Park	Landscape Maintenance Worker		\$3,007	\$3,655
Belmont	Parks Maintenance Worker I	position performs broader range of duties	\$4,059	\$4,934
Cotati	n/a	duties performed by Maintenance Worker II	n/a	n/a
Orinda	Facility Maintenance Worker I	position performs broader range of duties	\$4,041	\$4,931
Pacifica	Maintenance Worker I	position performs broader range of duties	\$4,230	\$5,106
Pleasant Hill	Maintenance Worker I	position performs broader range of duties	\$3,630	\$4,687
Rio Vista	Maintenance Worker I	position performs broader range of duties	\$2,755	\$3,348
Windsor	Maintenance Worker I	position performs broader range of duties	\$3,650	\$4,560
mean			\$3,319	\$4,154
			-9.39%	-12.01%
median			\$3,250	\$4,106
			-7.46%	-10.97%

Rohnert Park - Internal classifications	Top Monthly	relationship
Landscape Maintenance Worker	\$3,655	0.00%
Maintenance Worker Trainee	\$3,077	18.78%
Maintenance Worker I	\$4,899	-25.39%
Maintenance Worker II	\$5,405	-32.38%