



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** Landscape Manager
- II. **Organization Unit:** Landscape Division
- III. **General Summary:** Landscape Manager is under direct supervision of the Executive Director. The Landscape Manager will be required to complete various maintenance and landscaping tasks throughout the assigned properties including W.C. Courthouse, W.C. Planning & Zoning, W.C. Justice Center, W.C. Regional Jail, W.C. Parks Office, SKYPAC, SoKY Marketplace, Stadium Park Plaza, Taylors Chapel Church, Beech Bend Road, Hot Rods Stadium, and any other locations assigned by the Director.
- IV. **Qualifications:** High School Diploma; 2-4 years College (preferred); 2-4 years landscape experience desired; general knowledge of various types of trees, shrubs, flowers; must have knowledge of basic landscaping tools (trimmers, chainsaw, etc.). WCPRD is an equal opportunity employer. Pesticide Applicator's License required, and Arborist certification preferred.
- V. **Special Work Conditions:** Outdoor work, limited night and weekend work, and direct supervision of inmates is required.
- VI. **Position Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical, dental, and vision insurance plans are available to all full-time employees after a sixty (60) day probationary period (employee responsible for paying a percentage of this cost).
- VII. **Employee Classification:** Exempt (Exempt position requires work weeks exceeding forty (40) hours on a regular basis. Employee agrees to adhere to this classification type.)
- VIII. **Essential Job Functions:**
1. Supervise all exterior ground maintenance at the following locations listed above.
 2. Supervise mowing, trimming, spraying, weeding, planting, and mulching all assigned properties.
 3. Supervise cleaning (daily) all walkways, parking lots, and flowerbed areas all assigned properties.
 4. Ordering all shrubs, trees, etc. for assigned properties.
 5. Ensure SoKy Marketplace and surrounding area is cleaned for various special events.
 6. Design and oversee installation of new plantings on park properties.
 7. Complete daily work orders on current work order system.
 8. Set weekly schedule on payroll system for assigned staff and meet all payroll submission deadlines.
 9. Submit weekly report to Director.
 10. Create an annual Division budget and submit it to Director for review.
 11. Oversee all major chainsaw projects and primary landscaping projects for the division.
 12. Clean and maintain all assigned equipment.
 13. Complete monthly vehicle inspections of assigned vehicles.
 14. Operate and maintain snow removal equipment (snowplows, blowers) during inclement winter weather events.
 15. Complete all assigned trainings.
 16. Responsible for creating and implementing a pruning, planning, watering, and replacement plan and design for all properties assigned to this position. These plans and tasks are subject to change by the Director as environmental conditions, unforeseen circumstances, and allotted budgetary funds and resources change on an annual basis.
 17. Responsible for purchasing and submitting all invoices for this division.
 18. Responsible for coordinating various assigned projects with other management and park staff.
 19. Assist in ice rink operations during the winter months, including but not limited to construction and teardown.
 20. Assist with any special events as assigned by the Director.
 21. Keep detailed records of MSDS chemical usage and storage. Maintain pesticide log of applied chemicals.
 22. Maintain detailed inventory of landscaped areas and an associated maintenance plan.
 23. Maintain up-to-date assigned equipment inventory and submit at required deadlines.
 24. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations.
 25. Complete any other duties as assigned by the Director of WCPRD.
 26. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- IX. **Verification of Understanding Position:** By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date