



THE CITY OF FREMONT IS HIRING!

# URBAN LANDSCAPE MANAGER COMMUNITY SERVICES

## Recruitment Timeline

**First review of applications:**

12:00 p.m. (Noon)  
September 14, 2023

Interested applicants are encouraged to apply as soon as possible.

**Interviews:**

Tentatively week of  
September 25

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## Compensation & Benefits

**Annual Salary Range:**  
\$110,020 - \$148,527

A summary of benefits can be viewed online: [Benefits Summary](#)

This position is represented by the Fremont Association of Management Employees (FAME) bargaining group.

[Apply Here!](#)



## The City of Fremont's Community Services Department has an exciting opportunity to join a dynamic team!

When you work for the City of Fremont, you join City staff who are professional, knowledgeable, and focused on providing exceptional customer service in interactions with both the public and staff.

With a recently adopted Parks and Recreation Master Plan (Feb. 2022), this is an exciting time to join the Fremont team as our community, programs and parks inventory is growing!

Through the most recent operating budget process, the City added a second Urban Landscape Manager to the Community Services Department Park Maintenance Division.

### The Position

This new Urban Landscape Manager will have a primary focus on park capital maintenance projects and all phases of park maintenance contractor service agreements under the direction of the Park Superintendent. Together both of the Urban Landscape Managers will manage park staff and contractors in the care and upkeep of parks, medians, municipal landscape and hardscape, trails and open space. This includes assisting the Park Superintendent with administrative duties, short and long-term planning, organizing and supervising park maintenance operations and functions.

### Examples of Duties

- Oversee assigned park maintenance capital projects and ensure all purchasing and legal requirements are met.
- Plan, schedule, organize, manage and assign work within sections of the Park Maintenance Division.
- Supervise employees as needed in performing park maintenance activities.
- Assign, train, direct, evaluate and assist in selecting subordinate staff.
- Monitor and prepare employee performance evaluations and plan staff development.
- Determine the needs and direct the development of staff training in work techniques, safety and other work-related matters.



Human Resources Department  
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[www.fremont.gov/humanresources](http://www.fremont.gov/humanresources)

## **Examples of Duties (Continued)**

- With assistance from the Park Superintendent, review, mediate and resolve personnel problems, and administer discipline.
- Meet regularly with Park Superintendent to discuss program issues and receive input and/or direction on pertinent issues. When required, develop related recommendations to resolve problems.
- Develop and maintain work productivity measures and direct operational changes.
- Review field activities, confer with staff and direct the corrections of any noted deficiencies or deviations from accepted practices.
- Assigned projects should be completed within approved budget and timeline and any variance need to be communicated to the Superintendent for approval.
- Provide input for operating and capital improvement plan budget development.
- Prepare estimate of maintenance impacts due to park or landscape improvements.
- Monitor expenditures to ensure conformance with the Division's budget.
- Prepare bid materials, contracts and specifications for the maintenance of City owned landscaped areas.
- Assist with consultants' selection, contract administration and inspection of the work of contractors.
- Determine the type of work to be done, and the personnel and equipment required to complete the work.
- Coordinate with other departments as needed on assigned capital projects.
- Interpret and communicate appropriate application of policy and operational procedures.
- Confer with staff to review and monitor operations and program implementation.
- Coordinate activities of the Parks and Urban Landscape functions with those of other City units and outside agencies.
- Maintain records and prepare a variety of complex reports and memoranda on every aspect of the section including maintenance reports on proposed landscape development projects and chemical reports for the County Agricultural Commissioner
- Other related duties as assigned.

## **Education and Experience**

Any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: an Associate's degree or higher in horticulture, recreation, business administration, or a related field and three (3) years progressively responsible experience in park operations, maintenance and/or construction (at least two years of experience must be at the supervisory level). A Master's degree in one of the fields listed above may be substituted for one (1) year of experience.

The following are highly desirable:

- Certification in Construction Management
- Certification as a Playground Safety Inspector
- Certification as an International Society of Arboriculture Arborist

## **Licenses/Certificates/Special Requirements**

A valid Class C California Driver's License is required at time of appointment.

Incumbents must obtain a California Qualified Applicator Certificate (Pest Control) within 6 months of date of hire.

## The Ideal Candidate

The ideal candidate will:

- Demonstrate exceptional leadership skills and have a background in construction project and contract management.
- Possess knowledge of the use of tools, equipment, supplies and methods used in the maintenance of parks, landscaped areas and related facilities; principles of supervision and work management; and public agency budgeting and using budget information.
- Have the ability to maintain effective working relations with park users, the public, City divisions, departments and outside agencies; and prepare and present complex information to Boards, Commissions and City Council.

## Application Process

Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at: <https://www.governmentjobs.com/careers/fremontca>

## Selection Process

The process may include oral panel and individual interviews, professional reference checks, fingerprint check for criminal history, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.



Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing [humanresources@fremont.gov](mailto:humanresources@fremont.gov).

The City of Fremont is an Equal Opportunity Employer.

## SUPPLEMENTAL QUESTIONNAIRE

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The completion of this supplemental questionnaire is required for your application to be considered for the Urban Landscape Manager position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

### **When you apply online you will be required to respond to the following questions:**

**1.** Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.

- Yes
- No

**2.** What is your highest level of education?

- Did not complete high school or equivalent
- High school diploma or equivalent
- Some college
- Associate's degree
- Bachelor's degree
- Master's degree or higher

**3.** If you possess an Associate's degree or higher, in which subject(s) did you attain your degree(s)?

**4.** How many years of professional experience do you have working in park operations, park maintenance and/or park construction?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years to less than 5 years
- 5 years or more

**5.** How many years of supervisory experience do you have?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years or more

**6.** Do you possess a valid California Qualified Applicator Certificate (Pest Control)?

- Yes
- No

**7.** Do you possess a valid Playground Safety Inspector certification?

- Yes
- No

## **Supplemental Questionnaire Continued**

**8.** Do you possess a valid International Society of Arboriculture Arborist certification?

- Yes
- No

**9.** Do you possess a valid Construction Management certification?

- Yes
- No