

W. 12.9  
03-9-10-14

## AGENDA COVER MEMORANDUM

**AGENDA DATE:** September 10, 2003

**PRESENTED TO:** Board of County Commissioners

**PRESENTED BY:** Cindy Tofflemoyer, Personnel Analyst  
Dan Banducci, Building Facilities Manager

**AGENDA TITLE:** IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR LANDSCAPE TECHNICIAN

### I. MOTION

**MOVE APPROVAL OF ORDER \_\_\_\_\_ /IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR LANDSCAPE TECHNICIAN**

### II. ISSUE

There is a need to establish a new classification in the Facilities Division. The position will be responsible for landscape, grounds maintenance and design and interior plant cultivation for the building areas that are the responsibility of Management Services.

### III. DISCUSSION

#### A. Background

For years the Senior Parks Maintenance classification has been utilized to provide the landscape and grounds keeping work at various county buildings. There is now a vacant position due to a recent retirement. A review of job duties and future needs for the position determined the need for a classification that is focused on urban landscape and ground maintenance as opposed to parks maintenance. This classification will be responsible for interior and exterior planting expertise and grounds keeping.

#### Analysis

Human Resources (HR) conducted a survey of comparable Oregon counties that utilize similar landscape/grounds keeping classifications. Washington County's Groundskeeper classification is the closest match for the duties, skills, knowledge and abilities (SKA) that our proposed classification will require. The five (5) step compensation salary range for Washington County's Groundskeeper is \$31,428-38,220. A point factor analysis was done

and places the proposed Landscape Technician classification at grade 23 (\$31,678-\$43,826) in our compensation plan. Internally this compensation range is a step lower than the Senior Parks Maintenance classification previously used because the Landscape Technician classification does not include citation responsibilities as required in the Parks position. The Senior Parks Maintenance classification is a Local 626 classification. HR discussed this proposed new classification with Local 626 and they agree that an AFSCME bargaining unit designation is appropriate.

Budget:

There is a reduction in budget costs from the Senior Parks Maintenance range 24 to range 23. This position has been included in the proposed FY 03-04 budget.

**C. Alternatives/Options**

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

**D. Recommendation**

It is recommended that the Board of County Commissioners adopt the motion to establish the proposed classification and salary range for the Landscape Technician classification.

**IV. IMPLEMENTATION/FOLLOW-UP**

Following Board action, the department will begin the approved personnel process of hiring according to the timelines established by Facilities.

**V. ATTACHMENT**

Board Order  
Landscape Technician classification specifications

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

**)IN THE MATTER OF CREATING A  
)CLASSIFICATION AND SALARY  
)RANGE FOR LANDSCAPE  
)TECHNICIAN**

**WHEREAS**, Human Resources has completed a review and point factor of the proposed Landscape Technician classification

**WHEREAS**, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

**WHEREAS**, changes to the classification and compensation plans require board approval; and

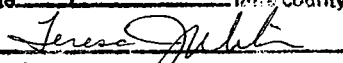
**IT IS NOW HEREBY ORDERED** that there be created the new classification of Landscape Technician:

Landscape Technician            Range 23: \$31,678-\$43,826

**DATED** this \_\_\_ day of September 2003.

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Peter Sorenson, Chair  
Lane County Board of Commissioners

**APPROVED AS TO FORM**  
Date 8/22/03 Lane County  
  
**OFFICE OF LEGAL COUNSEL**

IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY  
RANGE FOR LANDSCAPE TECHNICIAN

## **Landscape Technician**

### DEFINITION

Performs skilled and semi-skilled interior and exterior landscape, gardening and grounds keeping work, at assigned county facilities.

### CLASS CHARACTERISTICS

Employees perform the most difficult and responsible types of duties assigned including maintaining building and property landscape, tending to indoor plants, maintaining irrigation systems. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities Manager and /or Facilities Supervisor.

May exercise technical and functional supervision over other Facilities personnel.

### EXAMPLES OF DUTIES

Maintains lawns and grass areas using accepted practices in mowing, watering, fertilizing, and weeding including hauling and spreading materials.

Maintains, repairs, replaces and installs irrigation systems used for landscape watering.

Keeps indoor plants healthy using accepted practices in watering, pruning, fertilizing and replacing if necessary. Performs and schedules regular plant maintenance to ensure plant health.

Maintains trees using accepted practices in pruning, watering, and fertilizing. Gathers and disposes of leaves.

Keeps sidewalks and outside public areas clean and safe by power washing, removing trash, weeds, repairing barriers and fences, graffiti removal and addressing all safety issues that may arise.

Assists in maintaining county parking garages and lots for weed abatement, landscape, and safety issues.

Uses and maintains power gardening and landscape tools such as leaf blower, power washer, gas powered lawn mower (push and riding), hedge trimmer, and chain saw.

Uses all types of hand tools, for example, hammer, screwdriver, wire cutter, pliers, pruning shears, etc.

Remove snow / ice from public walkways, stairs and traveled paths.

May co-ordinate activities with concessionaires, volunteer groups, sub-contractors and special interest groups.

Maintain adequate inventory of supplies and equipment required for on going activities and special projects.

Assists in landscape planning; maintains planting area, tills soil and mixes in soil amendments; plants, transplants, mulches, prunes, and fertilizes flowers, shrubs and trees; recommends species, selects and purchases plant materials for landscaping areas.

Perform other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Methods and materials used in landscape design and maintenance

Horticulture and landscape maintenance practices and procedures including indoor plants.

Basic safety practices and procedures.

Equipment maintenance

#### Ability to:

Install and repair watering systems.

Operate complex equipment used in landscape operations.

Read and understand plans and specifications.

Perform strenuous physical labor in all kinds of weather.

Understand and follow written and oral instructions.

Identify, schedule and complete own workload.

Establish and maintain effective relationships with the public and other County employees.

Communicate clearly and concisely both orally and in writing.

## Training and Experience

### Training:

Equivalent to the completion of the twelfth grade.

### Experience:

Two years experience in the performance of landscape, and or ground maintenance, including landscape design, construction and program coordination.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

## Special Requirements

Valid Oregon Drivers license.