



Alameda County General Services Agency

Invites you to apply for the position of

Landscape Supervisor

Apply Today!

If you are interested in this opportunity to help Alameda County General Services Agency achieve its vision and mission, please complete an **application and supplemental questionnaire on-line at www.acgov.org/hrs**.

Applications will be screened according to the qualifications outlined in the *Ideal Candidate* section of this brochure. The most qualified candidates will be invited to participate in the selection process.

Tentative Selection Schedule:

Application and Supplemental Questionnaire Final Receipt
Date: **July 26, 2010**

Interviews:
September 7 & 8, 2010



GENERAL SERVICES AGENCY

The General Services Agency aligns its mission with the Alameda County Strategic vision. The mission of the General Services Agency is to provide high quality services that are on time, fiscally responsible and convenient for our customers. The General Services Agency employs approximately 450 employees in a variety of professional, technical, clerical, maintenance and skilled trade classifications. The agency's combined operating and capital budgets for 2008-2009 was over \$346 million.

Mandated services include Purchasing, maintenance of County Veterans' Memorial Buildings, preference for local businesses and products, Environmental Protection/Sustainability, Waste Reduction and Recycling, The Green Buildings Ordinance and Hazardous Materials Abatement.

The following support services are provided: Building Maintenance and Technical Services including maintenance of over 130 facilities, Architectural/ Engineering Services, Construction Management, Sustainability, Energy and Environmental Management; Communications; Child Care; Real Property; Property and Salvage; Recycling; Portfolio Management and Transportation.

GSA takes the lead on many of the County's sustainable activities positioning Alameda County as a national leader fostering and promoting sustainability through education and outreach. Additional projects in GSA include developing transportation initiatives including exploring and implementing alternatives to driving, such as: using shuttles, bikes, and shared vehicles; providing the lead technical support for the regional effort for radio interoperability to meet mandates of the Homeland Security grant programs, completion of the Castro Valley Library, the replacement of the acute tower at Highland Hospital, and continuing to develop partnerships to increase opportunities for local small businesses.

ALAMEDA COUNTY

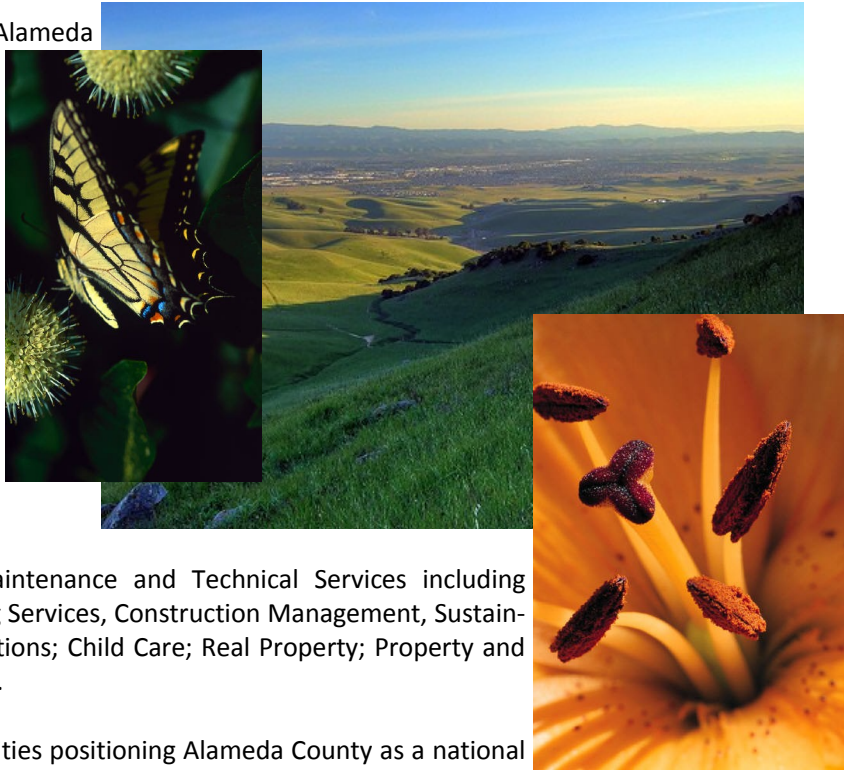
Alameda County, located on the east side of San Francisco Bay, is California's seventh-largest county. The County employs 9,080 full-time employees and operates on an annual budget of \$2.39 billion. Oakland, the County seat, is California's eighth largest city. One and a half million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally and ethnically diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.

ABOUT THE POSITION

The Landscape Supervisor manages and supervises the County's Grounds Division programs including researching, developing and implementing sustainable landscaping methods, general gardening and landscape design. As well as, the use of federally and/or state restricted pesticides and maintain records of chemical use. The Landscape Supervisor also manages the maintenance of urban hardscape adjacent to County facilities, litter control, sprinkler system installation and maintenance and manages the Work-in-Lieu workers assigned through the Sheriff's Department and other programs.

This position is located in the General Services Agency and reports to a Facilities Manager who is responsible for the planning, managing, coordinating and supervising the facilities maintenance, repair and operation of Alameda County owned buildings, including corrections, detentions and hospital facilities and differs from the lower class of Gardener II which is the journey level classification responsible for planting, transplanting and propagating trees, shrubs and flowers and keeping an assigned grounds area clean and attractive.

Please visit our website at www.acgov.org/hrs to view a complete job description



TYPICAL JOB DUTIES

The Landscape Supervisor typically performs the following functions in addition to other duties as assigned:

- Plans, organizes, administers, designs, monitors, evaluates the work activities of the Grounds Services Division; takes the lead in the County for recommending and implementing sustainable gardening and grounds management practices.
- Supervises, assigns and evaluates the work of subordinate staff, contractors, Work-in-Lieu workers and other temporary workers; develops work standards and performance criteria for gardening staff.
- Recommends personnel actions including selection, disciplinary actions and training; maintains time and attendance records.
- Prepares annual and long-term work plans expenditures; assists in the budget preparation and analysis; estimates costs of jobs; prepares budgets for landscaping projects; monitors expenditures to ensure adherence to approved budgets; maintains inventory. Manages and supervises the care of tools and equipment in safe working order and makes recommendations for equipment, supplies and transportation vehicles.
- Plans and supervises landscaping and planting projects from limited direction or sketches; supervises gardening/landscaping tasks.
- Designs and supervises installation and maintenance of irrigation systems.
- Researches new products and equipment for maximum efficiency and sustainability.
- Assures conformance with regulations controlling drainage and storm water runoff.

MINIMUM QUALIFICATIONS

Qualifications for the Landscape Gardener are as follows:

The equivalent of five years of experience in the class of Gardener II in the Alameda County classified service or possession of a Bachelor's degree from an accredited college or university in Horticulture or a relevant field and the equivalent of four years of increasingly responsible experience in the design, planting and maintenance of landscaped areas, including 2 years of administrative and supervisory duties. (Additional supervisory experience may be substituted for the degree on a year-for-year basis.)

Certification: Possession of a Qualified Applicator Certificate.
License: Possession of a valid California Motor Vehicle Operator's license

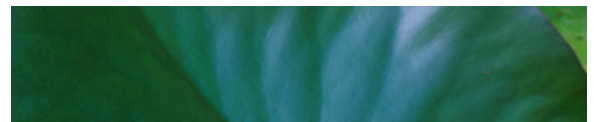
Special Requirements: Must be able to obtain and maintain security clearance from Alameda County Sheriff's Office and must be willing to work outdoors in all weather conditions.

THE IDEAL CANDIDATE

The ideal candidate for the position Landscape Supervisor will have significant relevant technical experience and demonstrated ability to focus and guide others using established goals and objectives.

Additional Critical Attributes include:

- Adapts quickly to change and easily considers new approaches to business challenges.
- Identifies issues, problems and opportunities and uses an effective approach for considering appropriate solutions or courses of action.
- Ensures that the customer's perspective is the driving force behind business decisions and activities.
- Sets up on-going procedures to monitor and track work unit responsibilities.
- Draws upon diverse resources for ideas and inspiration and thinks expansively, combines new and unique concepts to develop innovative business solutions.
- Establishes courses of action by leveraging resources, scheduling, prioritizing assignments and managing time to ensure that work is completed efficiently and effectively.



SUPPLEMENTAL QUESTIONNAIRE



Thank you for your interest in the position of Landscape Supervisor . This supplemental questionnaire is designed to evaluate your experience and ability to communicate clearly and effectively in writing. **Your completed response to this supplemental questionnaire must be submitted with your application in order to be given full consideration for the next phase in the recruitment process.** Please keep your answers to no more than one page per question. However, you are encouraged to provide as much detail as possible in your answers. We are searching for specific examples of some of your past accomplishments and challenges and request that you formulate your answers to describe the specific situations, your role and actions taken and the impact your actions had on the organization or particular project outcome.

- 1) Describe the most innovative concept you have developed to incorporate maximum efficiency and sustainable landscaping for a specific project. Please describe the specifications of the project and your methodology in determining quality solutions, including alternatives you considered. What was the outcome of the project?
- 2) Tell us about the most complex project budget you prepared or resources you developed and describe your analysis of short and long-term work plan expenditures of the funds and/or resources. What specific costs/resources did you consider in your project estimate? Describe the process for monitoring expenditures? What challenges did you face? What was the result?
- 3) Give us a specific example of an on-the-job safety protocol that you recommended for your employees. Describe the events leading to the need for this protocol. What steps were taken to develop the protocol? What was the method of implementation? What was the result for your workgroup?
- 4) Describe a particularly difficult situation you faced with a problem employee. What was the situation? What resources did you utilize? What was the process of resolution? What was the ultimate result for the employee?

COMPENSATION

The Salary range for the Landscape Supervisor is \$64,484.76-\$75,004.80 annually. The County also offers an attractive management benefits Program with the following elements: Retirement plan covered by the 1937 Act; Management Benefits Cafeteria Plan; Health and Dental Insurance; Life/Accident Insurance, Paid Vacation & Sick Leave, Management Leave (9 days), Holidays (11 paid; 4 floating holidays); Dependent Care Salary Contribution Plan and a Deferred Compensation Plan.

If you have questions regarding this bulletin, please contact:

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Alameda County is an Equal Opportunity Employer