



CITY OF BRANSON - POSITION DESCRIPTION  
**LANDSCAPE SUPERVISOR**



Grade: 29C  
FLSA Status: Exempt  
Department: Parks & Recreation  
Safety Sensitive: No

**POSITION SUMMARY:** The Landscape Supervisor with the Parks and Recreation Department is responsible for planning, designing, planting and management of landscaped areas in parks and city properties. Additionally, the position is responsible for tree care, to include inspection of trees, planting, pruning and irrigation as part of the overall management of the tree population. This position is responsible for supervising a crew, directing them in daily tasks, and participating in the tasks needed to help the team be successful. The position works under the direct supervision of the Park Maintenance Superintendent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Requires a regular and consistent physical presence at the City of Branson facilities and parks. The duties and responsibilities required for this position include the following:

1. Provide outstanding customer service to patrons and guests of the City. While taking great pride in all park facilities in preparation for public use.
2. Address landscape needs in parks and city facilities. Design and implement landscape improvements.
3. Perform or direct routine landscape maintenance including but not limited to, soil and planter preparation, plant propagation, planting, irrigation, spent flower removal, and pruning.
4. Monitor general plant health, ensuring proper irrigation, and making necessary adjustments to mitigate physical and environmental factors.
5. Perform tree inspections for quality, defects, pests, and mechanical damage. Monitors tree health.
6. Determine potential planting sites and type of trees to plant based on assessed site conditions.
7. Perform or directs tree installation, maintenance, structural tree pruning and removal in accordance with ANSI A300 standards.
8. Implement tree care and tree establishment program for newly planted trees.
9. Serve as a landscape consultant on City improvement projects through design, species selection and tree protection.
10. Utilize and maintain tree-inventory software.
11. Pursue grants and funding opportunities to provide financial assistance for landscaping and tree care.
12. Ability to supervise employees in daily tasks to meet department goals and timeline and development of work plans.
13. Plan and organize the work of staff in maintenance and repair of city parks such as mulching, landscaping, irrigation repairs and tree and trail maintenance.
14. Conduct employee evaluations.
15. Ability to participate in the training of new employees in the operation of hand tools and equipment used in the department's operation.
16. Lead community-centered training, presentations and educational programs for public presentations.

17. Collaborate with community-based organizations and volunteer organizations to promote landscaping and tree care.
18. Work with volunteer organizations to promote landscaping and tree care.
19. Prepare bid specifications and coordinates with vendors to purchase supplies and equipment as requested.
20. Maintain accurate records, files and supply inventory. Documents records of work operations including projects completed, materials used, and total amount of labor time used to complete the project.
21. Receive complaints from the public, inspect complaint site, document information relating to problems, and formulate and present solutions.
22. Participate in department operational and capital budget planning and preparation.
23. Assist in the planning and construction of various City projects.
24. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by:
  - a. Depicting trustworthiness through integrity, truthfulness, consistency and honesty, and while protecting confidential information as necessary;
  - b. Creating and maintaining positive relationships at all levels by treating others with courtesy, respect and in a conflict-free professional manner, and believing the best in others;
  - c. Taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions taken;
  - d. Upholding the public trust by being safe, enforcing safety, and working promptly, diligently and with a focus on quality;
  - e. Showing impartiality and equity toward others, and not using job responsibilities to provide nor elicit special favors, and by not making promises that conflict with job duties and responsibilities;
  - f. Adhering to all policies, laws and regulations as applicable to the role and to being a citizen.
25. Follow the legal and ethical direction of supervisor(s).
26. Other duties as assigned by supervisor.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the principles of landscaping and tree management.
- Knowledge of the methods, tools, and equipment used in landscaping and tree care.
- Knowledge of tree, plant, insect and disease identification.
- Knowledge of pesticide and fertilizer application.
- Ability to establish and maintain effective supervisory and working relationships with employees, professionals, and the public.
- Ability to recruit and organize volunteers and direct volunteer work, including weeknight and weekend events.
- Ability to work well with the citizens, park patrons, contract officials, vendors and other employees.
- Ability to plan, organize, make recommendations for improvements, and implement policies and procedures.
- Ability to diagnose problems and establish priorities.
- Knowledge of work hazards and ability to take necessary safety precautions in performing assigned duties and use of tools and equipment.
- Ability to small equipment such as weed eaters, power tools, leaf blowers, pole saw and chain saws.
- Ability to work well with others; arrive at work on time; to work consistently and as directed; to not disrupt the work environment; to follow the direction of supervisors; to follow and adhere to City of Branson and Departmental policies and procedures; to include all safety rules and regulations.
- Ability to respond to after-hours emergencies or tree related issues related to flooding, storms or safety concerns.
- Ability to understand, speak, and write fluently in English.
- Ability to use various types of computer software (including Microsoft Office) and hardware.

## PHYSICAL DEMANDS

The physical demands and working environment, which follow, are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of their positions; but even with any such accommodation, the employee must be able to perform all essential duties in a manner that does not endanger his or her health or safety or the health or safety of others.

While performing the duties of this position, the employee is regularly required to stand, walk, bend, twist, climb, sit, use hands to finger, handle or feel; reach with hands and arms, squat, kneel, talk and hear. The employee is frequently required to work at heights up to 20 feet and occasionally 60 feet. The employee must be able to push and pull more than fifty (50) pounds with assistance or specialized equipment. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, texture perception, and ability to adjust focus.

## WORKING ENVIRONMENT

While performing the duties of this position, the employee is frequently exposed to wet and/or humid conditions; outside weather conditions; extreme heat; and moving mechanical parts. The employee is occasionally exposed to high, precarious places; tight claustrophobic spaces; fumes or airborne particles; bloodborne pathogens; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

## MINIMUM REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- A high school diploma, GED, or equivalent is required.
- A Bachelor's Degree from an accredited university or college in Horticulture, Arboriculture or a related field is required.
  - Directly related professional experience may be substituted for a degree on a year-for-year basis.
- Three (3) years of work experience in one or more of the following fields: landscape management, landscape architecture, horticulture, arboriculture or urban forestry is required.
- At least two (2) years of supervisory experience is required.

## MISCELLANEOUS REQUIREMENTS

- Must be at least 18 years of age.
- Must possess or obtain International Society of Arboriculture (ISA) certification within 6 months of hire date.
- Must possess or obtain a Certified Public Operator's License within 6 months of hire date.
- Must possess or obtain OSHA 30 certification within 12 months of hire date.
- Must possess or obtain certification in Bucket Truck and Crane Truck Training within 12 months of hire date.
- Must complete two (2) online supervisory training courses.
- Must be highly engaged in the department's goals and be able to work cooperatively with City of Branson leadership in achieving those goals.
- Must demonstrate excellent customer service to the department's internal or external customers.
- Must possess a high degree of integrity, strong work ethic and ability to work independently with minimal supervision.
- Must possess strong analytical and logical problem-solving skills, strong interpersonal communication and relational skills, good organizational, project management skills, sound judgment, initiative, flexibility, and be detail oriented.
- Must possess a valid driver's license and must be insurable under the City of Branson's motor vehicle coverage when operating a vehicle as a part of the position.
- Must possess no felony convictions at any time while employed by the City of Branson.
- Must be able to pass a background investigation and drug and alcohol screenings.