



<p>Applications (STD. Form 678) are available Applications will be accepted by mail, facsimile, or express mail.</p> <p>OC Fair & Event Center Administration Building 88 Fair Drive Costa Mesa, CA 92626 Tel: (714) 708-1563 FAX(714) 708- 1936</p>	<p>Website:</p> <p>http://www.ocfair.com/ocf2/about/Listjobs.aspx <i>Please complete the Application on a computer or print in ink. All questions must be answered completely and accurately, except as noted. Only Application STD 678 will be accepted. Application (STD 678) is available at https://jobs.ca.gov/pdf/std678.pdf</i></p>
<p>Position Title: Landscape Supervisor</p>	<p>Exempt/Non-Exempt Status: Exempt</p>
<p>Reports to: Facilities Director</p>	<p>Supervises: Facilities</p>
<p>Salary: \$4,705.00 - \$5,845.00 plus 15% R&R (Recruitment & Retention)</p>	
<p>Position Purpose:</p> <p>Under general direction, organizes, monitors and supervises the operations of the landscaping within the Facilities Department; performs a variety of technical tasks relative to landscaping maintenance and operations of our fairgrounds in support of the OC Fair's & Event Center's mission statement.</p>	
<p>Essential Functions:</p> <ul style="list-style-type: none"> • Plan, prioritize and assign daily tasks of staff that is responsible for landscape maintenance operations, to ensure that the facility is being well maintained and to inform the supervisors where employees are stationed, by using the landscape quadrant map and job board. • Establish schedules and methods for providing landscape maintenance services such as using Excel for scheduling and out sourcing soils testing under the direction of the Facility Director. • Participate in the development of goals (e.g. SMART goals) and objectives to ensure the Landscape Department is up-to-date with current guidelines (e.g. Occupational Safety and Health Administration) in accordance to OC Fair & Event Centers work place policies. • Participate in the implementation of approved policies and procedures to ensure that staff is working safe and respectfully with other employees in accordance to OC Fair & Event Centers work place policies (e.g., employee manual, OSHA regulations). • Participate in the recruitment of staff through job advertising, word of mouth, and internet searching to build a strong, stable and well-rounded department, under the direction of the Facility Manager. • Provide and coordinate staff training (e.g., on-line classes, OSHA training, lawn care maintenance, guest speakers) to build a safe, stable and well-rounded department under the direction of the Facility Director. • Coach employees to correct performance, in a respectful manner, and document the performance/coaching sessions in order to escalate the issue to the Human Resources Department if needed. • Implement disciplinary procedures (e.g., tardiness to work, not performing job assigned duties or tasks) under the direction of the Facility director, as needed. 	



- Participates in the preparation and administration of the division budget, submit budget recommendations, and monitor expenditures. (e.g., annual Capital & differed budgets, preventative maintenance budget), under the direct supervision to the Facility director.
- Identify opportunities for improving service delivery methods and procedures and the needed resources (e.g., Planting schedule, identify the proper plants that are California native, identify the proper irrigation techniques), with review of appropriate management.
- Coordinate with contractors to solicit and collect bids for new equipment and contracted maintenance work (e.g., purchasing of lawn care equipment, procuring a contractor to install sod), under the direct supervision to the Facility director.
- Maintain records concerning operations and programs. (e.g., planting schedule and protocol, watering schedules, proper use of tools, proper use of machinery), under the direct supervision to the Facility director.
- Investigate complaints and recommend a corrective action, as necessary, to resolve complaints (e.g., the appropriate treatment process for killing weeds, when the right time to trim trees, broken irrigation) and review with appropriate management staff.
- Answer questions and provide information to the public to ensure guest satisfaction, as needed.
- Develop and recommend systems and procedures related to facility and landscape maintenance in order to maintain a healthy landscape (e.g., proper irrigation heads and spacing, planning seasons, when and how often to aerate) and review the procedure as need with the Facilities Director.
- Direct, coordinate, and review the work plan for the Facilities tree maintenance program in order to help the overall growth and health of the trees and to manage the proper canopy size for safety.
- Supervise work activities and projects, monitor work flow, review and evaluate work as needed to ensure timely completion of tasks and departmental goals.
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- Attend and participate in professional group meetings to maintain awareness of new trends and developments in the fields related to area of responsibility and incorporate new developments, as appropriate, into programs, in accordance with our core value of excellence.
- Make recommendations that improve existing standards, policies, and procedures, as needed, by the Landscape Department.
- Monitors work activities to ensure compliance with established policies and procedures in accordance with the rules and regulation of the Maintenance Department and OSHA regulations).
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints to carryout work assignments.
- Monitors and controls supplies and equipment to determine which supplies/tools need to be ordered following budgetary guidelines.
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This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Qualifications:

- Two years of experience performing program or administrative support duties such as financial operations, contract management, personnel operations, or facilities development in a classification equivalent in level to a Business Assistant II, District Agricultural Association (Specialist) or (Supervisor), in the California state service. Or II
- Three years of experience performing program or administrative support duties such as financial operations, contract management, personnel operations, or facilities



development in a classification equivalent in level to a Business Assistant I, District Agricultural Association, in the California state service. Or III

- Three years of increasingly responsible and varied supervisory or managerial experience overseeing the operations of a fair or exposition; agricultural association; arena, convention, or event center; or other multi-use entertainment facility; or in an entrepreneurial capacity for a private or public sector organization responsible for activities such as marketing and promotions, fostering local community contacts, providing customer-oriented service, developing revenue generating alternatives, identifying efficiencies to reduce cost, community liaison activities, and developing and managing a significant budget. (A college degree in business administration, agricultural management, agricultural business, or a related field may be substituted for two years of the required experience.) (Completion of a recognized college internship program or an internship program through an organization such as Western Fairs Association, in which the intern performed significant duties at a DAA, fair, or exposition, may be applied toward the experience requirement, on a year-for-year basis.)
- Knowledge of principles and practices of landscape maintenance, (e.g., lawn care, plant and soil management).
- Working knowledge of principles and practices of safety management. (e.g., proper tools for the job at hand, understanding of PPE for specific jobs, ladder and lifting procedures).
- Skill in the use of equipment, tools and materials used in park and landscape maintenance activities and services (e.g., lawn mowers, sheers, riding mowers, ladder, irrigations pipe, solvents, appropriate sprinkler heads).
- Knowledge in landscape irrigation and water distribution for site specific applications. (e.g., drip systems, bubblers, MP rotators, proper overlap coverage).
- Knowledge of pertinent local, state and federal laws, ordinances and rules (e.g., pesticide distribution, weed control products and ground water run-off to public right of ways).
- Knowledge of plant species and planting requirements. (e.g., Horticulture, Arborist, Master Gardener) to make recommendations for our year-round farm and landscape.
- Knowledge of Pesticide Management and application requirements when applicable.
- Knowledge of principles of personnel management and best practices to effectively evaluate, coach, counsel, document, discipline and develop the skills of supervised personnel.
- Ability to develop and implement a robust composting program (e.g., on grounds composting, hauling to digester, green waste and food waste) to sustain an efficient composting program.
- Ability to coordinate with contractors to fulfill contract services in a timely manner.
- Ability to solicit and collect bids for new equipment and contracted maintenance work to negotiate the select the best rates and service.
- Ability to maintain records concerning operations and programs to prepare reports on operational activities (e.g. Excel).
- Ability to perform the most technical and complex tasks of the work unit to correctly assess and complete work assignments.
- Ability to answer questions and provide information to the public and vendors to ensure customer satisfaction and communicate in a timely manner.
- Ability to investigate complaints (e.g. vendor, guest and internal departments) to make recommendations and resolve complaints.
- Ability to follow Maintenance office procedures and methods to ensure communication within the department and meet deadlines.
- Ability to coach, counsel, document, discipline and provide feedback (positive and negative) to develop the skills of supervised personnel.
- Skill to safely operate equipment (e.g., Forklift, sweeper carts) for travel to job sites (e.g. Fairground location), in accordance with the Department of Motor Vehicles and the safety guidelines.



- Skill to operate office equipment including computers and applicable software applications such as word processing, Excel spreadsheets, and databases.
- Personal characteristic of a willingness to work outside of normal business hour and days as required by the event schedule.
- Must possess an appropriate, valid California driver's license.
- Must be available to work 5 days per week, Wednesday through Sunday, on any shift (days, swing, graveyard) between mid-July and mid-August.

Preferences:

- Bilingual English and Spanish.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, talk, and hear. The employee is required to walk and must constantly use hands and fingers to operate, and handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds using proper bending. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet, however louder noise levels will frequently be experienced during outdoor events and when in larger event buildings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Will be required to perform other duties as directed, requested or assigned.