

THE CITY OF VALLEJO



INVITES APPLICATIONS FOR THE POSITION OF **LANDSCAPE MAINTENANCE MANAGER**



Final Filing Date: January 24, 2014

The City of Vallejo is an Equal Opportunity Employer That Supports Workplace Diversity

THE CITY

The City of Vallejo is located in Solano County and has a population of approximately 117,000. Vallejo and the surrounding community cover almost 54 square miles (30 square miles on land and 24 square miles of waterway). The City is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 200-year history and maritime heritage.

With a mild year-round climate and easy access to varied recreational opportunities, residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping and a wide selection of restaurants are all available in the City. Residents and visitors alike enjoy Vallejo's delightful historic downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business fronts. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks. The City's Main Street designation, established in 2000, and its two historic districts, are a reflection of the City's pride in and emphasis on maintaining the character and heritage of Vallejo.

Vallejo is in close proximity to the major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, 22 miles from Oakland, and 60 miles from Sacramento. It is well connected to these areas via I-80 and I-780, as well as Highways 37 and 29. In addition to being close to four major highways, Vallejo is also serviced directly by Union Pacific Railroad and is convenient to the regional ports of Oakland, San Francisco and Richmond. Air travel is available through San Francisco, Oakland and Sacramento International Airports.

The Vallejo City Hall is set in a beautiful bay-front park. Also located at the bay-front park is the ferry terminal. The ferry provides direct access to San Francisco and is a model for transportation in the Bay Area. The City has a formal downtown waterfront development plan, which will ultimately transform the City's waterfront area into a transportation oriented multiple-use area of shops, restaurants, office, residential, and open space. Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise, and foothill vistas.

THE CITY GOVERNMENT

Vallejo is a full service charter city with a FY2013-14 total budget of over \$200 million, including a capital projects budget of \$16.5 million for this fiscal year. There are approximately 400 authorized staff positions in the following areas: Administration (Finance and Human Resources), Operations (Police, Fire and Public Works), Economic Development, City Manager, and City Attorney. The City has a Council-Manager form of government with the Mayor and six Council Members elected at large on a non-partisan basis for four-year overlapping terms.

On August 4, 2011, United States Bankruptcy Judge Michael S. McManus signed the order confirming the City's amended and modified plan of adjustment. That plan had been approved by all the City's major creditors. The confirmed plan has allowed the City of Vallejo to emerge from bankruptcy and move forward — rebuilding itself into a new and better, more

productive organization, as well as devoting its resources and focus to the community it serves. The City has prepared a General Fund Five Year Business Plan and has adopted the following concepts to assure sustainability: **1)** live within our means (five-year projection); **2)** look to the future (prioritize); **3)** stop deferring expenses (maintenance, capital); **4)** establish emergency reserve (disasters or emergencies); and **5)** use one-time monies for one-time expenditures (new equipment, unforeseen repairs).



THE POSITION

Employees in this position manage the City's landscape and lighting (LMD) Maintenance Districts and coordinates the activities and operations of the Landscape Maintenance Section within the Public Works Department. This includes coordinating assigned activities with other divisions, outside agencies, the general public; and providing highly responsible and complex staff assistance to the City Engineer.

The Landscape Maintenance Manager receives general direction from the City Engineer and exercises direct supervision over professional and technical staff. The Landscape Manager will play a critical leadership role on the Public Works management team bringing a service-focused, proactive and facilitative approach to meeting customer needs. The Landscape Manager will develop and maintain a positive working relationship with peers and internal City staff.

This position requires an ongoing focus on strengthening the Landscape Maintenance Division's teamwork and morale. A key priority for the division is developing cohesive, collaborative relationships with contractors on changes and additions to the City's landscape and lighting contracts. The Landscape Maintenance Manager will be expected to oversee contractors to ensure strict compliance to the stipulations in each contract. Employees in this position must have working knowledge of proposition 218 as this proposition governs the lighting and landscape districts within the State of California and the City of Vallejo. The City of Vallejo is responsible for the management of thirty (30) lighting and landscape districts.

THE IDEAL CANDIDATE ATTRIBUTES

In addition to the required experience and education, the selected candidate will demonstrate the following technical attributes:

- ◆ Considerable experience awarding contracts.
- ◆ Considerable knowledge conducting contract bidding, including reviewing and evaluating Request for Proposals (RFP).
- ◆ Considerable experience managing and reviewing contracts for compliance.
- ◆ Considerable experience interpreting and applying contract stipulations.
- ◆ Coordinate the organization, staffing, and operational activities for the Landscape Maintenance Division including landscape maintenance and water conservation programs.
- ◆ Ability to interpret and explain City landscape maintenance policies and procedures.
- ◆ Knowledge of operational characteristics, services and activities of a landscape maintenance program.
- ◆ Possession of an Arborist license is highly desirable.
- ◆ Knowledge of modern and complex principles and practices of landscape maintenance and irrigation systems.

Additional Attributes Include:

- ◆ Service oriented: Client orientation to the public and other departments, demonstrating responsive, helpful, informative service, creative problem-solving and ability to "think outside the box."
- ◆ Flexible: Capable of handling multiple, shifting priorities in a competent, composed and focused manner.
- ◆ Problem-solver: Provides useful counsel and advice, and can help facilitate getting issues addressed, involve all key stakeholders and implement solutions effectively.
- ◆ Collaborator: Seeks mutual support opportunities with all departments, works in partnership with the Public Works Director and other Public Works managers, and involves staff in shaping plans and decisions.
- ◆ Ethical: Conducts oneself with high integrity, judgment, sensitivity to public perception, knows right from wrong and stands firm in the face of pressure.

EDUCATION AND EXPERIENCE

The selected Landscape Maintenance Manager will possess the following:

Experience:

Four years of increasingly responsible administrative experience in lighting and landscape districts in compliance with Proposition 218. (Proposition 218 governs lighting and landscape districts).

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. The Bachelor's degree may be substituted on a year per year basis for journeyman level experience in the field.

License or Certificate:

Possession of current valid driver's license is required.

Possession of an Arborist license or certificate is highly desirable.

COMPENSATION AND BENEFITS

The City of Vallejo offers a competitive compensation and benefits program. The salary range for this position is \$85,941-\$104,462 annually. Placement on the salary range is dependent upon the qualifications of the successful candidate. The City continues to evaluate its total compensation structure and it is possible that some of the current salary and benefits practices may change by the next fiscal year. This position is a member of the Confidential, Administrative, Management and Professional Association of Vallejo (CAMP).

This is an at-will position.

The current benefits can be viewed on the City of Vallejo website by selecting City Hall, Human Resources, Employee Benefits, Benefit Summaries, CAMP Benefits or use the following URL:

http://www.iedasurvey.com/docs/IEDA215_9904_MATRIXCP%20UPDATED%207-24-12.pdf

APPLICATION PROCESS

To be considered for this position, please submit: **1)** a completed City of Vallejo application form (on-line submission preferred), **2)** responses to supplemental questions, **3)** a current resume & cover letter, and **4)** three professional references (who will not be contacted until a mutual interest is established). Application packets containing all required materials will receive an overall screening assessment. Candidates found to be the most qualified will be moved forward in the process. The City reserves the right to limit the number of candidates to those determined to be the most qualified.

Prior to hire, the selected candidate will be required to take a job-related pre-placement medical exam including drug screening, successfully complete a reference check, criminal history background and credit check, take a loyalty oath and provide proof of legal right to work in the United States. **Interviews for this position are tentatively scheduled for February 5, 2014.**

To apply online go to: <http://www.ci.vallejo.ca.us> or visit the Human Resources Department at 555 Santa Clara St., Room 102, Vallejo CA 94590