



**SANTA ANA, CITY OF (CA)**  
invites applications for the position of:

# **Park Services Inspector II**

**SALARY:** \$27.89 - \$37.37 Hourly  
\$1,115.54 - \$1,494.92 Weekly  
\$4,834.00 - \$6,478.00 Monthly  
\$58,008.00 - \$77,736.00 Annually

**OPENING DATE:** 08/18/21

**CLOSING DATE:** Continuous

**TYPE OF RECRUITMENT:** Open

## **DESCRIPTION:**

**The City of Santa Ana is looking for individuals who are results-oriented, possess great attitude, demonstrate creativity and innovation, work efficiently, show a record of success and have a passion for public service. Having highly talented employees provides the best service to our community.**

Under direction, performs the more complex or specialized inspections and monitoring of landscape-grounds maintenance and improvements on park, recreation and open space properties; oversees the work of contractors performing various services including but not limited to landscape maintenance and projects, building janitorial services, tree pruning services, aquatic maintenance services, ball diamond infield services, integrated pest management and pesticide services, water conservation and irrigation services, and pavement cleaning services; serves as a lead worker by providing training and guidance on park maintenance inspections and procedures.

***The first application review date will be scheduled when there is a sufficient amount of qualified applicants. Individuals interested in this position are highly encouraged to apply immediately.***

## **ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

Studies and interprets contract specifications including but not limited to landscape-grounds maintenance and improvements, park restroom facilities, aquatic facilities, trees, pavement cleaning, and graffiti removal; holds contractors accountable for performance levels in accordance with the contract specifications; completes daily, weekly, monthly, yearly, periodic contract performance check lists; documents failure to perform. Reads and interprets construction project plans, specifications and details including but not limited to planting, irrigation, staking, and grading/drainage; holds contractors accountable for the safe and correct installation of the project in accordance with the plans, specifications and details. Ensures that contractors perform irrigation system checks and submits irrigation reports on time in accordance with specifications; reads and interprets irrigation reports to ensure irrigation controllers are programmed to maximize water conservation while also promoting healthy plant growth; performs irrigation system spot inspections to verify report accuracy; attends periodic meetings with the Park Services' Utility Coordinator to review Monthly Water Conservation Reports. Inspects deliveries of plants to ensure the correct genus-species-variety, container size, size of plant material in relation to the container, freedom of disease, root condition, and general health and appearance are in accordance with specifications and details. Inspects all approved extra work repairs and/or improvements to ensure that specified materials and their correct quantities are used, the work is performed correctly in accordance with the plans and/or specifications including but not limited to planting, irrigation, lighting, concrete, masonry, and plumbing work. Inspects Pest Control Adviser written recommendations for applying biological or synthetic control agents; inspects the application of Integrated Pest Management (IPM) biological control agents, pesticides and fertilizers to assure the safe, sufficient and lawful methods of application; assures that treated

areas are not reopened in accordance with the manufacturers Safety Data Sheet (SDS) instructions. Inspects and ensures the safe and proper pruning of plants and trees in accordance with contract specifications, details and the highest industry standards. Inspects and ensures that correct soil testing procedures are followed; assures the correct application procedure, amount of soil amendments and fertilizers are applied in accordance with the soil scientists recommendations. Inspects park restrooms to ensure that janitorial maintenance is being performed in accordance with contract specifications and details. Inspects trees specified under contract to ensure that work is being performed in accordance with the contract specifications and details. Inspects pavement cleaning contract areas to ensure that work is being performed in accordance with the contract specifications and details. Inspects aquatic facilities to ensure that pools, fountains, aquatic exhibits and lakes maintenance is being performed in accordance with the contract specifications and details. Authorizes work and associated payments within scope of authority; approves minor change orders to ensure quality of work within scheduling and/or budget constraints. Assists the Park Superintendent and Senior Park Supervisor by attending periodic meetings with the contractors to discuss contract related matters. Performs minor repairs in contract areas including but not limited to light carpentry, landscape, irrigation, janitorial, electrical, plumbing, masonry, fences. Receives and resolves customer complaints and contractor issues; responds to emergency situations in off-hours as required. Attends training seminars and courses in arboriculture, irrigation design and management, sport turf management, plant identification, water conservation, integrated pest management, landscape design and other related disciplines in order to remain current in the latest techniques and technology of the landscape maintenance industry. Trains and provides technical guidance to Park Maintenance Inspector I incumbents. Coordinates with other City departments and utility agencies. Performs other functions as assigned.

## **MINIMUM QUALIFICATIONS:**

Three years of full-time experience in paid journey-level work in landscape-grounds maintenance, construction and/or landscape architecture, or an equivalent combination of training, experience and education.

Coursework in ornamental horticulture, park administration, landscape architecture, or other related disciplines is strongly desired.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: landscape and irrigation design/construction principals; horticulture/arboriculture including but not limited to plant identification and conditions that optimize the health/growth of trees, shrubs, grounds covers, turf, palms, cycads, cacti, succulents and other plants; pesticide laws and regulations concerning safe storage and application practices; common landscape pests and their control such as but not limited to insects, rodents, birds, aquatic pests, and pathogens; integrated pest management; irrigation water conservation and management principals; programming irrigation field controllers; irrigation troubleshooting and repair; backflow prevention and cross connection principals; soil science principals and testing methods; implementing soil test lab recommendations; maintenance and construction practices and methods in the following but not limited to landscape, janitorial, tree, aquatic facility, pavement, and lighting; safe and proper use of industry tools, equipment and vehicles; principals and practices pertaining to inspection methods and techniques, total quality services including leadership and motivation.

Skill in: the use of computers and current software applications to prepare reports, other necessary documents, and for communication purposes (e.g., e-mail); the use of digital cameras to use photographs to document and monitor parks projects.

Ability to: ensure the strict adherence to maintenance and construction specifications, plans and details; perform required periodic inspections of park sites, bike trails and other public recreational facilities and complete City check lists on time; read and interpret preliminary design drawings; read and interpret construction plans, specifications and details; detect and communicate unsatisfactory workmanship and materials; identify by botanical name and common name trees, shrubs, groundcover, turf, palms, cycads, cacti, succulents and other plants; select appropriate integrated pest management and/or pesticide control products to manage pests; read irrigation as-built drawings and controller charts; program complex irrigation field controllers; troubleshoot and recommend irrigation repair methods; notice backflow prevention problems especially cross connections; verify the safe and proper use of industry tools, equipment and vehicles; operate standard office equipment including microcomputers, related software and copies; maintain records and prepare reports; plan and organize work; meet schedules and timelines; read, interpret, apply and explain rules, regulations, policies and procedures; respond to requests for service or complaints in a professional and timely manner; use a digital camera; communicate effectively, both verbally and in writing.

### PHYSICAL REQUIREMENTS

Due to the nature of work assignments, incumbents must have the ability to stand, sit, walk, climb stairs, stoop, bend forward, use both arms and legs, reach overhead, use a personal computer, and lift and carry up to 25 pounds.

### SPECIAL REQUIREMENTS

Must possess and retain a valid California Class "C" Driver's License throughout tenure in this classification as a condition of employment.

**Possession of a Certified Playground Safety Inspector certificate prior to the completion of the probationary work test period and as a condition of continued employment is also required.**

The following certifications are preferred: a California Department of Agriculture Qualified Pesticide Applicators Certificate; an Irrigation Association Certification; an International Society of Arboriculture Certified Arborist Certificate.

### SPECIAL WORKING CONDITIONS

Must be willing and able to work irregular hours, including weekends, holidays or evenings, as needed. Must be willing and able to work outside in a variety of weather conditions.

## **SELECTION PROCESS:**

All applicants are required to complete and submit a City application form and a Supplemental Application Form (SAF) online. Resumes or faxed copies will not be accepted in lieu of the City online application and SAF. To apply, click on the "Apply" link located at the top of this page. New users must create an account first. Click on this link for instructions on how to set up your account and apply for the first time: [Online Employment Application Guide](#).

Written Examination: tentatively scheduled for the week of September 13, 2021 or week of September 20, 2021: (Qualifying) will evaluate candidates' knowledge, skills, and abilities in relation to those factors which are essential for successful performance on the job. This examination may include questions related to Parks Maintenance, Grounds, Sprinklers, Safety, Math, Interpersonal Relations, Contracts, and/or other related subjects.

Oral Interview Examination: tentatively scheduled for the week of September 20, 2021 or week of October 4, 2021 (Weight of 100%) will evaluate the candidates' experience, training, education, and abilities in relation to those factors which are essential for successful performance on the job.

The Human Resources Department may waive one or more examination components. When one weighted section is waived, the remaining section will receive a weight of 100%. Candidates must achieve a passing score in every component of the selection process administered in order to continue in the selection process and be placed on the eligible list. The order in which examinations are scheduled may be different than the order in which they appear above or may be scheduled simultaneously.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.santa-ana.org>

Human Resources, M-24  
PO Box 1988  
Santa Ana, CA 92702  
714-647-5340

Job #16-22 MC  
PARK SERVICES INSPECTOR II  
MC