

**CITY OF FONTANA  
LANDSCAPE PROJECT COORDINATOR**

**DEFINITION:** Under general supervision, plans, organizes, coordinates and implements the Community Development Department's landscape projects; performs advanced level professional tasks related to these projects and provides highly responsible and complex staff assistance to the City Engineer, Planning Manager and their respective divisions. This position exercises direct supervision to

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Perform project management activities for a variety of landscape projects.
- Perform advanced level planning work and contract administration related to landscape construction projects.
- Coordinate projects with other City Divisions and Departments as well as other public agencies, contractors and members of the public.
- Prepare technical documents including requests for proposals, comprehensive site and master plans, technical drawings, construction plans and specifications, and other related documents.
- Administer contracts with outside service providers
- Negotiate and resolve construction disputes while avoiding construction claims; assist with claims defense.
- Assist in the selection and negotiation of contract engineering and manage and supervise contract engineering project management, inspection, materials testing and survey services.
- Provide direct supervision to subordinate staff; prioritize, assign, provide performance review the work of staff involved in landscape project activities.
- Monitor work quality and progress of work provided by outside service providers.
- Inspect landscape construction sites.
- Inform developers, contractors, builders and the public on matters pertaining to landscape project regulations and procedures, City Code requirements, construction and plot plan requirements.
- Reviews work for accuracy and completeness and ensures conformance with established standards.
- Prepare and present written and oral reports
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** This position requires sitting, standing walking and reaching, twisting, turning, bending, stooping, squatting and crouching in the performance of daily duties. Requires grasping, repetitive hand movement and fine coordination in preparing reports and using a computer keyboard and mouse. The need

to lift, carry and push tools, equipment and supplies weighing up to 25 lbs is required. Employee must work in all weather conditions including wet, hot, cold and in the presence of fumes, dust, and other airborne contaminants. The position requires both near and far vision when inspecting work and reading written material, as well as acute hearing when providing telephone service.

**EXPERIENCE AND TRAINING GUIDELINES:**

A combination of experience and training that provides the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Capital project funding and financing.
- Principle and practices of project management.
- Pertinent Federal, state and local laws, codes, and regulations.
- Landscape construction materials and practices including those for parks, landscape, irrigation, and water conservation.
- Contract documents including Notice Inviting Bids, Contract, Special Provisions, and construction plans.
- Standard Specifications for Landscape Program Construction and construction cost estimating.
- Methods and techniques of effective technical report preparation and presentation.
- Effective principles and procedures of supervision, training, motivations and performance evaluation.

**Experience:** Three years progressively responsible Landscape Project Management responsibilities including plans examination, inspection, and contract administration.

**Education:** Bachelors degree from an accredited college or university with major coursework in, landscape architecture, engineering, planning, construction management, or related field.

**Licenses/Certifications:** Possession of, and continuously throughout employment, a valid California Class "C" Drivers License.