

**CITY OF SAN MATEO  
RESOLUTION NO. \_\_ (2025)**

**APPROVING THE CLASSIFICATION UPDATES IN THE PARKS AND RECREATION DEPARTMENT**

WHEREAS, pursuant to the San Mateo Municipal Code Section 2.57.030(d), approval of new classifications and related job specifications, salary schedules, compensation changes, elimination or reinstatement of positions, reallocation of positions, reclassifications, and revisions of job specifications must be approved by City Council Resolution; and

WHEREAS, the proposed changes as detailed below reflect the new Memorandum of Understanding (MOU) with SEIU which included language updating the Landscape Laborer classification to become part of the Landscape Maintenance Worker I/II classification series. This change allows for more efficient staffing and growth opportunities; and

WHEREAS, the proposed job specifications for the classifications of Landscape Laborer and Landscape Maintenance Worker I/II are attached hereto as Exhibit A and incorporated by reference; and

WHEREAS, the employee associations representing the impacted classifications have been informed of the classification updates and have not brought forth any objections or concerns.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. The classification updates are not subject to California Environmental Quality Act (CEQA Guidelines Section 15061(b)(3)) because it can be seen with certainty that they will not cause a physical change in the environment; and
2. The job specification for the classifications of Landscape Laborer and Landscape Maintenance Worker I/II attached hereto as Exhibit A are approved.



## Exhibit A

### **LANDSCAPE LABORER LANDSCAPE MAINTENANCE WORKER I/II**

#### **DEFINITION**

Under supervision, performs a variety of skilled gardening and landscape maintenance duties associated with the development, repair, and maintenance of public landscaped areas. Operates a wide variety of park and/or golf course equipment; may operate various mowing equipment to cut a variety of turfgrass areas throughout the City; and to perform related work as required.

Landscape Laborers and Landscape Maintenance Workers I/II are found in the Parks and Golf Course Divisions of the Parks and Recreation Department. Incumbents in these classifications may work individually on occasion, but primarily in combination with other Landscape Maintenance Workers and Landscape Laborers as a crew assigned to specific gardening and maintenance projects in City parks, municipal golf course, athletic fields, or other City facilities.

#### **DISTINGUISHING CHARACTERISTICS**

**Landscape Laborer** - This is the entry level class in the Landscape Maintenance Worker class series. This position must be adaptive and work well with others. The laborer will be the primary position for all manual tasks. The individual must have good work habits and display good judgment and be able to work safely. The position must demonstrate the ability to operate a full range of hand tools and light engine equipment or acquire the skills after training.

**Landscape Maintenance Worker I** - This is the mid-level class in the Landscape Maintenance Worker class series. The positions in this class will normally perform most of the duties required of the Landscape Maintenance Worker I and II. However, as compared to the Landscape Maintenance Worker II, they are not expected to function at the same skill level and will normally exercise less discretion and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits a pattern which has been established and explained before the work is started. Generally, changes in procedures or exceptions are explained in detail as they arise.-Work assignments vary depending upon the function to which individuals are assigned and periodic work assignment transfers occur both for training purposes and to meet departmental staffing and work productivity requirements.

**Landscape Maintenance Worker II** - This is the journey level class in the Landscape Maintenance Worker series. Positions in this class are flexibly staffed and are normally filled by advancement from the Landscape Maintenance Worker I class, or when filled from the outside, require prior experience in the maintenance of landscaped areas. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. All positions assigned to the class require the

ability to work independently, exercising judgment and initiative. For positions assigned to the golf course and landscape mowing crews, the demonstrated ability to operate the full range of park equipment normally utilized by the City in a safe, efficient and proper manner is a prerequisite for being assigned to the class. Work assignments vary depending upon the function to which individuals are assigned and periodic work assignment transfers occur both for training purposes and to meet departmental staffing and work productivity requirements.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Senior Park Landscape Maintenance Worker or Golf Course Maintenance Supervisor. Technical or functional supervision may also be provided by higher-level department personnel. May provide supervision for seasonal (per diem) workers.

**EXAMPLES OF DUTIES** - Depending upon assignment, duties may include, but are not limited to, the following:

#### **Landscape Maintenance/Horticulture**

Maintains grounds and plantings in City parks, recreation facilities, playground areas, municipal building grounds, and street median islands

Maintains designated landscape effects through mowing, edging, pruning, weeding, fertilizing, cultivating, planting lawns, shrubs, ground cover, trees, and flowerbeds.

Picks up, cleans and removes debris and trash from walkways, picnic areas, play areas, restrooms, parking lots, drainage ditches and culverts.

Performs minor routine maintenance and repair on sprinklers and irrigation equipment.

Operates various power mowers, edgers, line trimmers, backpack blowers, sprayers, chain saws, aerators and other power equipment.

Assists in the mixing and applications of various pesticides, including herbicides.

Drive vehicles used to transport materials, tools, and equipment as required.

Assists in installation, minor repair and maintenance of parks and recreation playground equipment or furniture.

Work cooperatively and effectively with co-workers.

Respond to inquiries from the public.

Fully utilize the computerized work systems in accordance with workflow processes.

Work alone or as a member of a crew.

### **Landscape Maintenance/Equipment Operation**

Maintain and prepare athletic fields including dragging and watering baseball diamonds.

Operate complex mowing equipment; operate trucks, tractors, front end loaders, spray rigs, trenchers, and utilize a variety of hand and power tools in park maintenance work.

Fully utilize the computerized work systems in accordance with workflow processes.

Work alone or as a member of a crew.

Drive vehicles used to transport materials, tools and equipment as required.

Aerify, fertilize, seed and top-dress athletic fields, and other associated turfgrass areas.

Assist in the mixing and application of various pesticides, including herbicides

Work cooperatively and effectively with co-workers.

Perform routine preventative maintenance on mowing equipment and hand and power tools used in the course of work.

Performs minor routine maintenance and repair on sprinklers and irrigation equipment.

### **Landscape Maintenance/Golf Course**

Perform routine preventive maintenance on mowing and hand and power tools used in the course of work.

Install, clean and rake sand traps.

Mow and trim tees and greens.

Assist in the construction, renovation, and maintenance of fairways, tees, sand traps, greens and other landscaped areas.

Apply pesticides and fertilizers to turf areas.

Aerify, fertilize, seed and top-dress greens complexes, and other associated turfgrass areas.

Perform routine maintenance on sprinklers and irrigation equipment.

Assist with irrigation repairs on main lines, lateral lines, valves, and heads under supervision from the Irrigation Specialist.

Assist with small equipment maintenance or repairs under supervision.

Fully utilize the computerized work systems in accordance with workflow processes.

Water, weed, trim, renovate, fertilize and perform mowing of golf course.

Respond to inquiries from the public.

Drive vehicles to transport materials, tools, and equipment as required.

Work alone or as a member of a crew.

Work cooperatively and effectively with co-workers.

If assigned to the golf course, golf course setup procedures including but not limited to: cup cutting, proper pin location movement, dew removal and tee marker placement.

If assigned to the golf course, perform routine maintenance on greens, fairways and tees.

Early mornings and rotational weekend and holiday scheduling are required.

## **QUALIFICATIONS**

### **Landscape Laborer**

#### **Knowledge of:**

Basic methods, tools, materials, and equipment used in grounds maintenance work.

Safe work practices.

Basic construction and repair methods.

#### **Ability to:**

Perform semi-skilled, heavy manual landscape work.

Learn to safely operate the full range of light equipment utilized in landscape maintenance work, as assigned.

Use computers and handheld electronic devices in the course of work.

Work cooperatively and effectively with co-workers and provide general assistance to the public.

Ability to work weekends and holidays as required.

Successful applicant must pass a physical and background check prior to starting in the position.

**Experience and Education:**

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Six months of experience performing a variety of horticultural maintenance work.

**Education:**

Completion of high school or equivalent.

**Landscape Maintenance Worker I**

**Knowledge of:**

Basic methods, tools, materials, and equipment used in grounds maintenance work.

Safe work practices.

Knowledge of plant materials common in area and their care.

Basic construction and repair methods.

The basic operation of mowing equipment utilized by the City.

For employees assigned to the golf course, a basic knowledge of the game of golf is desirable.

**Ability to:**

Perform semi-skilled landscape and golf course maintenance work.

Learn to safely operate the full range of light and heavy equipment utilized in golf and landscape maintenance work.

Use computers and handheld electronic devices in the course of work.

Learn to mix and apply herbicides.

Perform heavy manual labor.

Work cooperatively and effectively with co-workers and provide general assistance to the public.

Ability to work weekends and holidays as required.

### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

One year of experience performing a variety of horticultural and/or golf course maintenance work.

#### **Education:**

Completion of high school or equivalent

### **Landscape Maintenance Worker II**

In addition to the qualifications for Landscape Maintenance Worker I:

#### **Knowledge of:**

Plant and turf pests and diseases and methods for the control and eradication.

An advanced knowledge of plant materials and the care required to properly maintain them.

Proper, safe, and effective use of landscape maintenance tools, equipment and materials.

If assigned to turf mowing work, the operational characteristics of the full range of mowing equipment utilized by the City.

For employees assigned to the golf course, a basic knowledge of the game of golf is desirable.

#### **Ability to:**

Perform skilled landscape and golf course maintenance work.

Operate the full range of light and heavy equipment utilized in golf and landscape maintenance work.

Use computers and handheld electronic devices in the course of work.

Work cooperatively and effectively with co-workers.

Ability to work weekends and holidays as required.

### **Experience and Education:**

Any combination of experience and education equivalent to that of a Landscape Maintenance Worker I, which likely provides the required knowledge and abilities, would be considered qualifying. A typical way to obtain the necessary knowledge and abilities includes:

One year of experience performing duties comparable to those of a Landscape Maintenance Worker I with the City of San Mateo.

### **LICENSE AND CERTIFICATE**

Possession of, or ability to obtain, a valid California Class C driver's license and good driving record.

### **ADA Special Requirement:**

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, and lift 80 pounds; exposure to cold, heat, outdoors, chemicals, dust and mechanical hazards.

ADOPTED CC:	3-01-81, 10-06-86
REVISED CC:	6-21-99, 8-21.17, 2-18-20, 1-21-25
FORMER TITLES:	
BARGAINING UNIT:	SEIU MAINTENANCE UNIT
FLSA:	NON EXEMPT
DOT:	NO
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	NO
REQUIRED HARASSMENT PREVENTION TRAINING:	NON-SUPERVISORY
FORM 700:	NO
JOB CODES:	LANDSCAPE LABORER - 6171 LANDSCAPE MAINTENANCE WORKER II – 6071 LANDSCAPE MAINTENANCE WORKER II – 6060
ABOLISHED:	