

THE CITY OF VALLEJO

INVITES YOUR INTEREST IN THE  
POSITION OF

LANDSCAPE  
MAINTENANCE  
MANAGER



# ABOUT THE CITY



## THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 125,000 residents. Vallejo 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 history and maritime heritage. Residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks.

## CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2024-2025 total budget of over \$285 million, with a General Fund of approximately \$138 million. The City has an authorized staff of 682 FTEs in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works, Water Utilities), Community and Economic Development. City Manager's Office and City Attorney's Office. Vallejo has a Council-Manager form of government with the Mayor and Six-Council Members elected in districts, on a non-partisan basis, for four-year overlapping terms.

Vallejo City Council has adopted the following goals:

- Economic Development
- Efficient, Effective, & Responsive Government
- Housing & the Unhoused
- Public Safety
- Youth Development

## THE POSITION

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The Landscape Maintenance Manager supervises, plans and coordinates the activities and operations of the Landscape Maintenance Section within the Public Works Department including management of the City's twenty-six landscape maintenance assessment districts. Additionally, the Landscape Maintenance Manager:

- Monitors and directs daily operations to ensure that policies and procedures are being followed, that goals and objectives are being met, and that services are being provided efficiently and effectively; takes corrective action as necessary; personally handles the most difficult, sensitive or controversial projects for the Landscape Maintenance District Section.
- Reviews landscape and irrigation plans, specifications, proposals, contracts, estimates, and other materials submitted by design professionals; reviews and approves projects for construction.
- Directs the preparation of Assessment District Engineer's Reports; reviews findings and makes recommendations.
- Assists in the development and administration of the City's Capital Improvement Program (CIP) related to LMD projects; reviews the scope and cost of landscape and irrigation projects; monitors project expenditures; and forecasts annual LMD funding needs.
- Oversees the preparation and management of the consultant agreements and construction and vendor contracts that support the LMDs.
- Conducts site visits and meets with property owners, engineers, contractors, or attorneys to review and resolve LMD issues as needed.
- Performs all activities related to the preparation and administration of grant proposals; coordinates with grant program staff to satisfy grant requirements and achieve funding reimbursements.
- Plans, organizes, administers, reviews and evaluates the work of four Landscape Maintenance Inspectors through subordinate levels of supervision.
- Represents the Landscape Maintenance District Section in meetings with other City departments and divisions; fosters collaborative relationships to the benefit of each division and department within the City.

## THE IDEAL CANDIDATE

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The ideal candidate will have broad experience managing assessment districts and staff within a Landscape Maintenance Section. Ideally, they will have experience in the least one of the programs/areas of Land Development (subdivisions), Capital Improvement Program (landscape and irrigation projects), Landscape and Irrigation Inspection and/or District Engineering (GHADs, LMDs and L&Ls).

The Landscape Maintenance Manager will have four years of experience within a local government environment, including at least one year of supervisory experience and a bachelor's degree from an accredited college/university public administration, business administration or related field.

## THE DEPARTMENT

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The Public Works Department is responsible for the engineering design, construction, and maintenance of the City's roads, sidewalks, traffic signals, trees, open spaces, and buildings. The department also manages stormwater compliance programs, transportation planning, recycling & solid waste contract services, and operates the Vallejo Municipal Marina.

The Landscape Maintenance District (LMD) section manages 26 LMDs and 1 Community Facilities District (CFD) through contract administration for all districts, landscape design, and construction inspection of new development areas within the LMDs and CFD.



# COMPENSATION & BENEFITS



## COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$130,273.94 with a 5% increase July of 2025.**

## APPLICATION PROCESS

If you are interested in applying for this exciting opportunity, or for more information, please visit our website at:

<https://www.governmentjobs.com/careers/vallejo>

Only online applications will be accepted.

*Candidates must attach a cover letter, resume, and 3-5 professional references to their online application and appropriately answer all supplemental questions in order to be considered for this position.*

The application period for this position will close December 6, 2024. Interested applicants are encouraged to apply early.

Following the final filing date, applications will be screened and the most qualified candidates will be invited to move forward in the selection process.

## BENEFITS

Some of our benefits include the following:

Retirement: CalPERS 2.7% at 55 formula for Classic Employees; 2% at 62 for PEPRAs Employees

Deferred Compensation: The City offers voluntary 457 plan

Health Insurance: The City participates in the CalPERS Health Benefits Program

Dental: Delta Dental Plan of California (City pays premium)

Vision: Vision Service Plan –VSP (City pays premium)

Vacation: 80 hours (0-4 years of service); 120 hours (5-10 years of service); 160 hours (11-20 years of service); 200 hours (21-26 years of service); 224 hours (more than 26 years of service)

Paid Holidays: 12 paid holidays per year, plus 2 floating holidays on a “use it or lose it” basis

Sick Leave: 12 hours per month

Management Leave: 60 hours per calendar year

Life Insurance: The City offers an optional supplementary life as an elected benefit at the cost of the employee, AD&D insurance at no-cost to the employee

Flexible Spending Account (FSA)

*\*\* The City of Vallejo is a Social Security participant*