



## Job Description

<b>Job Title:</b>	Landscape Steward Supervisor
<b>Reports To:</b>	Landscape Stewardship Director
<b>Location:</b>	Lake Oswego, OR
<b>FLSA Status:</b>	Non -Exempt
<b>JOB CATEGORY:</b>	Regular Full-time
<b>WAGES:</b>	\$23.00-\$27.00/Hour; depending on experience

Do you enjoy variety in your work and appreciate working outside while part of a great team? The Mountain Park Homeowner's Association (MPHOA) in Lake Oswego, OR is seeking self-motivated, driven individuals who are interested in helping maintain our beautiful common properties. Nestled atop Mt. Sylvania meandering through rolling hills and mature forest, MPHOA is a 677-acre thriving master planned community with over 8,000 residents.

The 185 acres of MPHOA common properties include a beautifully maintained Clubhouse with indoor pools, basketball court, weight rooms; 8 parks with various amenities, nearly 9 miles of hard surface trails, urban forest, streams, wildlife habitat, right of ways, and native and ornamental landscape beds.

If you enjoy working in an environment where the focus is on collaborating with each other and nature, active lifestyles, and fun; this is your opportunity to join the Mt Park Landscape Stewardship team. We are seeking eager individuals who share in our goals of preserving the beauty, charm, and longevity of the community and environment. We work hard, having fun fostering a creative and team building environment while producing an outstanding product.

The Landscape Steward has courteous communication skills and a positive attitude which embraces progressive, efficient, and environmentally responsible principles. Under the direction of the Landscape Stewardship Director and Landscape Stewardship Supervisor, the Landscape Steward works independently and with team members utilizing skills to maintain and enhance MPHOA Common Property by performing the duties below:

### ESSENTIAL SUPERVISORY DUTIES AND RESPONSIBILITIES

The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here.

- Plan, lead, assign, supervise, review, and participate in the work of an assigned crew responsible for the maintenance and repair of woodlands, parks, trails, streams, wildlife habitat and native and ornamental landscape.
- Establish schedules and methods for providing maintenance, identify resource needs, review needs with appropriate management staff and allocate resources accordingly.
- Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- Interpret plans and specifications in order to lay out and schedule field work, oversee the work of the crews and verify projects are completed as specified.
- Assist in the recruitment of new staff, train assigned employees in their areas of work, including proper maintenance, construction and repair methods, procedures and techniques and compliance with application standards and specifications.
- Assist in the development of the annual budget for assigned services; participate in the forecast of funds needed for equipment, materials, and supplies.

- Manage work order system, phone and email communication, source materials for projects, maintain inventory and purchase orders.
- Supervise the use, care and operation of construction and maintenance tools and equipment to include landscape vehicles.
- Administer, maintain, and utilize; GIS management system, Rain Bird irrigation software, and Vantaca (Homeowner portal) action items daily to assist in workflow management
- Attend and participate in Common Property Committee and Safety Committee.

### **MINIMUM QUALIFICATIONS**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree or Associate's degree from accredited college or university or 3 years related experience and/or training; or equivalent combination of education and experience in at least two of the following: landscape design and maintenance, plant materials, irrigation and landscape management with a strong emphasis on sustainable and best management practices, landscape maintenance, horticulture, arboriculture, forest management, organic land care, and/or natural and native ecosystem management.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms; stoop, kneel, crouch, or crawl. The employee frequently is required to walk, climb or balance; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works near moving mechanical parts and mostly works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate.

### **WAGES/BENEFITS**

Competitive wages; Excellent Benefits package including health, dental, life, accidental death, long-term disability insurance; PTO; 401k; and clubhouse membership.