



## MOUNTAIN PARK HOMEOWNERS ASSOCIATION

### **JOB TITLE: Landscape Stewardship Director**

Mt. Park Homeowners Association, one of the largest HOA's in the nation, is seeking an Experienced Landscape Stewardship Director to join their team. The ideal candidate will support and promote a company culture that emphasizes a dedication customer service, high quality performance, and teamwork.

#### **SUMMARY**

Landscape Stewardship Director for Mountain Park HOA is the leader in holistic environmental landscape stewardship. Charged with management of the expansive and diverse 185 acres of HOA Common Property, including forests, parks, and refined landscapes. Stewardship requires an aware and driven individual who is dedicated to the earth's endurance. Enhancing the nature of Common Property with extensive horticultural and environmental expertise, the Landscape Stewardship Director empowers a positive team to fulfill their ethical standards and core beliefs as they care for the shared outdoor environments. Formerly titled "Landscape Operations Director," this change reflects the Landscape Department's unwavering goal of *setting the national standard for sustainable common property management*; the Landscape Stewardship Director is the leader guiding the community to the goal's fruition. The Landscape Stewardship Director is a forward-thinking entrepreneur dedicated to research-backed practices, has outstanding talent in managing the environmental and social interface, and upholds a deep respect for all things living. The task of stewarding such divergent landscapes requires a breadth of experience in many related fields, including but not limited to: horticulture, arboriculture, watershed health, organic land care, forestry, long range planning, landscape design and maintenance, water conservation, equipment operation and maintenance.

**ESSENTIAL FUNCTIONS** as defined under the Americans with Disabilities Act may include the following tasks, skills, knowledge, and/or ability. Other duties may be assigned.

#### **DUTIES AND RESPONSIBILITIES**

- Manages employees in the Landscape Department. Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Conveys Home Owners Association policies to workers and enforces safety regulations with emphasis on OR-OSHA standards. Tracks hours and reports to accounting per policy.

- Schedules and oversees the work of contractors, including turf care, tree services, irrigation, and/or yard debris removal to ensure work is performed to standard and per contract. Analyzes systems in place for efficiency, being accountable to Best Management Practices.
- Instructs workers (employees or contract workers) in landscape stewardship activities including: mowing, raking, brush removal, caring for nursery stock, planting of flowers, irrigation operation and repair, transplanting and pruning of trees and shrubs, canopy enhancement.
- Present opportunities for employee growth in pertinent fields, with focused encouragement on industry certifications and sustainable landscape care.
- Directs Stewards in maintenance and repair of walks, playground equipment, benches, and other park equipment.
- Works closely with Landscaper Supervisor in operations management.
- Lightly maintains Landscape Shop infrastructure. Maintaining an OSHA and Fire Marshal compliant shop is imperative; great emphasis is given to cleanliness, orderliness, efficiency and safety of this structure and outdoor storage areas.
- Conducts training on, and oversees operation and maintenance of: trucks, mowers, tractors and other equipment used by the Landscape Department. Continually improves working conditions and equipment used to increase efficiency.
- Meets with individuals and groups of homeowners to discuss common area concerns. Recommends and implements solutions.
- Maintain a strong municipal relationship with the City and County regarding permit applications and planning requirements for common property projects.
- Maintains, operates, repairs and programs irrigation systems for water conservation and maximum efficiency. Continually stays abreast of technological advancement in water conservation.
- Prepares annual department budget recommendations and monitors approved budget to ensure compliance.
- Attends management meetings to include Common Property Committee meetings and Leadership Team meetings.
- Pursues funding sources such as grants to supplement budget.
- Compiles data and creates maps for improved management and planning. Examples include irrigation, tributary, invasive species and canopy.
- Seeks bids, develops contracts and operates as a Project Manager for Common Property enhancement projects.
- Reviews, improves upon, and implements the Common Property Master Plan in coordination with the Common Property Committee.
- Regularly meets with the Compliance Director to examine the intersections of compliance and landscape for both private and common property.
- Ability to become an ISA Certified Arborist and CPR/First Aid Certified within one year of hire.

## **REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily.

## EXPERIENCE

- 10 years in the Landscape Maintenance or Management field with at least 5 years in operations leadership roles for a company or organization that manages very large properties.
- Experience leading the growth of a high-performance team.
- Proven success in achieving operational performance targets by excellence in planning, budget adherence, service quality, project costs, and customer expectations.
- Proven success in contracting with outside vendors, developing and monitoring contracts.
- Excellence in organizational, leadership, communication, and time management skills.
- Valid Oregon Driver's License and safe driving record.
- Excellence in the fields of horticulture, landscape management, arboriculture and natural systems management.
- Municipal experience and Salmon Safe experience highly desirable.

## EDUCATION

- Bachelor's degree from accredited four-year College or university or ten 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, organic land care, and/or natural and native ecosystem management.
- Pesticides Applicator's License required (license not required by ODA on site).
- Highly Desirable Certifications or similar (items in **bold** are most preferred): **ISA Certified Arborist**, ISA Qualified Tree Risk Assessor, **Certified Landscape Manager** and/or Technician, prior **Oregon Tilth Accredited Organic Land Care Manager**, **NALP Business Manager**, NALP Certified Technician – Exterior, NALP Certified Horticultural Technician, Landscape Contractor, **Certified Landscape Water Manager**, First Aid/CPR, Certified Emergency Response Team.

## KNOWLEDGE BASE

- Demonstrated knowledge of all aspects of day-to-day operations of a landscape company or organization that manages large properties.
- Excellent knowledge of native and natural systems, forest management, park management, horticulture, organic landscape maintenance and development, tree care, plant identification and care with an emphasis on selection, hand-pruning, and organic focused integrated pest management (IPM) and weed control, irrigation systems (installing, programming, operating and repairing).
- Must be able to communicate, in English, both verbally and in writing.
- Ability to read, comprehend, and write simple instructions, effective and clear correspondence, reports, complex presentations, grant applications, permit applications.
- Ability to compile data to create reports and mapping systems.
- Ability to effectively present information in one-on-one, small and large group situations to residents, contractors, suppliers, and other employees of the organization.
- Math skills include moderate calculations including spray rates, ratio mixing, and amendment calculations.

## **COMPUTER SKILLS**

Advanced computer skills required. Emphasis on testing software and apps to improve operational efficiency and track improvement. Basic skills include logging onto a system and network, troubleshooting, Outlook, Microsoft Office (all programs), Adobe. Ability to utilize City's GIS Interactive Property Maps on a regular basis and other internet-based operations such as iTree.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to make quick sound decisions in tense environments where safety is at risk.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; 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**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and 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.

**EMPLOYMENT TYPE:** Full-Time; Exempt