

Landscape Program Technician

Pay Range: Starts at \$17.76–\$21.13 per hour, DOE

Hours: 20 hours per week (flexible work schedule, Monday–Friday) as needed

Payroll Title: Recreation Program Technician

Department/Division: Parks & Community Services / Natural Resources Division

Employment Status: 1040

Closing Date: Open Until Filled

Position Summary:

The Landscape Program Technician is a part-time position which will work as a member of the Natural Resources Division. The position will work closely with members of Street Tree, Trails, Community Parks, and Forest Management teams. The position may also provide administrative support and programming assistance to other Parks Department program areas as needed.

Primary Responsibilities:

- Landscape inspection, mapping, and reporting.
- Reviews contractor progress and inspects final work.
- Collects and maintains data including landscape inventories and irrigation system details.
- Landscape and irrigation evaluation and documentation.
- Hazard evaluation and reporting.
- Responds to non-routine irrigation issues and makes recommendations for repair; remedies sight-distance concerns and other safety issues.
- Monitoring site maintenance and restoration.
- Makes recommendations for small project landscape plans and specifications.
- Delivers and picks-up materials and supplies.

Qualifications:

- Must be at least 18 years of age.
- Required to possess a valid Washington driver's license by date of hire. Must have and maintain a good driving record according to City standards. Current original drivers abstract required at time of interview.
- Experience in horticulture and landscape maintenance.
- Landscape tree and plant identification background preferred.
- Completion of at least one year of college in horticulture or a related natural resource field. Previous work experience within the desired field may substitute for college course work.
- Ability to work effectively with citizens, contractors, and staff as a member of an interdisciplinary team.
- Ability to communicate with the public in a courteous, diplomatic, and professional manner.
- Excellent written and oral communication skills.
- Good working knowledge of Microsoft Office application software.
- Washington State Patrol Criminal History check required on all applicants.

Physical Demands:

- The physical demands and work environment 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.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 40 pounds.
- The noise level in the work environment is usually moderately quiet.

- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- Employee must be willing and able to work outside in all weather conditions.

Definition of a 1040

There is no specific end date for employees in this status. Therefore, working in this status can be on going for as long as required by business necessity. However, employees in this status cannot work more than 1,040 hours per calendar year, from January 1 to December 31.

- On-Going Work of the City - Hired to work a maximum of 20 hours or fewer per week on an on-going basis, as long as 1,040 hours within a 12-month period of time are not exceeded.
- On-Call – Hired to work on a substitute or on-call basis with no guaranteed minimum hours of work, as long as 1,040 hours within a 12-month period of time are not exceeded.
- Combination Jobs - Can be hired to fill a combination of jobs as long as 20 hours per week or 1,040 hours within a 12-month period of time are not exceeded.
- Periods of Full Time - Can be assigned to work more than 20 hours per week up to full time on a temporary basis without transforming the assignment to a benefited position, as long 1,040 hours within a 12-month period of time are not exceeded.
- If the employee exceeds working 1,040 hours within a 12-month period of time in any capacity described above, the employee must be off payroll until January 1 of the new year.
- Must be hired through the Informal Selection Process.
- At-will for the duration of the 1040 Part Time status.

Application may be downloaded from the Temporary Jobs page ([click here](#)), picked up at City of Bellevue, Parks Resource Management office located at 16023 NE 8th Street, Bellevue, WA 98008, M-F 7:30am-4pm, 425-452-6855 or picked up at the Service First Desk located on the main floor of City Hall: 450 – 110th Ave NE, Bellevue, WA 98004, M-F 8am-5pm.

Send completed applications with resume, if desired to mcrekaby@bellevuewa.gov or mail to:

City of Bellevue
Parks/Natural Resource MA
Attn: Michelle Campbell-Rekaby
16023 NE 8th Street
Bellevue, WA 98008

For more information, call Mike Hauer at 425-452-4480 or email: mhauer@bellevuewa.gov