

PARK MAINTENANCE SUPERVISOR

DEFINITION

Occupants of this management classification are in the classified service. This Under general direction management classification this classification is responsible for the maintenance and improvement of the City parks, median strips, parkways and other City facilities. ~~landscape system to provide safe, and environmentally pleasing park and landscape facilities.~~

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Parks Manager. Responsibilities include supervision of ~~classified personnel~~ technical and clerical personnel as well as contract crews.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Ensures the attainment of annual maintenance and performance objectives set by the Parks Manager for the maintenance and improvement of City parks, median strips, parkways, and landscaped facilities.
2. Maintains a competent and motivated work force by training, developing and evaluating the performance of subordinates. Objectively and constructively evaluates the performance of subordinates.
3. Supervises the work of ~~Maintenance Workers, Irrigation Maintenance Technicians and others~~ technical and clerical personnel as well as contract crews to insure City parks and landscaped areas are maintained in a safe, clean, and environmentally pleasing manner.
4. Develops work schedules, establishing the priorities of the work and reviews and adjusts the schedules to fit climatic and natural conditions.
5. Evaluates the quality and efficiency of the work performed by subordinates ~~personnel~~ by making regular and frequent inspections of work in the field, and reviewing daily work reports, ~~and~~ Advising and directing subordinates ~~personnel~~ in the improvement of work production and work methods.
6. Responds to citizen inquiries and complaints promptly and courteously including investigating to determine responsibility and methods of resolving the problem.
7. Maintains a productive and effective working relationships with other Departments.
8. Determines conditions and maintenance needs of City parks, median strips, parkways, and landscaped areas by conducting frequent inspections of the facilities. ~~and~~ Develops programs to meet these needs.
9. Orders materials and supplies. Supervises the issuance of tools, materials, and supplies to staff and their return to minimize loss.

10. Establishes standard operating procedures for park maintenance work activities to include safety guidelines, and quality and performance standards. Assures maximum production of park maintenance staff in a safe manner in compliance with these procedures.
11. ~~Closely~~ Supervises ~~closely~~ the more difficult and complex work tasks to ensure employee safety and proper appropriate work methods. ~~are used and worker safety ensured.~~
12. Assures the proper maintenance and repair of park maintenance equipment, ensuring subordinates ~~park maintenance workers~~ perform daily safety checks of the equipment before use, ~~and~~ Coordinates with the Fleet Maintenance Division Equipment Maintenance Section the preventative maintenance and repair of the equipment according to the manufacturer's recommendations.
13. Supervises the operation of city-wide computerized, central irrigation control system (CALSENSE).

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Functions, characteristics, and proper care of tools, equipment and materials used in park maintenance.
- Proper use and maintenance of irrigation systems and mechanical tools and equipment.
- Proper use and maintenance of landscaping equipment, including skip loaders, dump trucks, riding mowers, top dressers, aerators, etc.
- Methods used in ~~Principles and practices of~~ training, supervising, and evaluating employees. ~~planning.~~
- Techniques of work scheduling and ~~project management.~~ ~~control.~~
- Principles and practices of park management, horticulture, irrigation, and landscaping.
- Plant diseases and pests including control and eradication methods and chemicals used.
- Central irrigation control systems (CALSENSE).
- Safety regulations required by OSHA and other regulatory agencies.
- Budget administration.
- Sport field maintenance and renovation.
- Playground equipment, hazards and inspections.
- Proper maintenance and inspection of ground surfaces and playground equipment.
- Fertilization and soil management.

Skill and Ability to:

- Train and supervise subordinates.
- Coordinate work with other divisions, departments, contractors, agencies, ~~and landscape architects.~~
- Respond in an appropriate and timely basis to citizen suggestions, inquiries, and complaints.
- Maintain safe and aesthetically pleasing facilities.
- Establish maintenance priorities.
- Communicate clearly and concisely effectively in both written and verbal form.
- Maintain proper records and prepare accurate reports.
- Read and interpret park construction plans and specifications.
- Operate computer and other office equipment. ~~for central irrigation control system~~
- Investigate and respond to complaints in a tactful, courteous, and effective manner.
- Perform skilled supervision and inspection of quality of work for facilities landscaping and grounds maintenance.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license is required. Possession of a Playground Safety Inspector (CPSI) Certification, Certified Landscape Irrigation Auditor, and Qualified Applicator License are highly desirable.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: high school graduation or equivalent and course work in supervision, horticulture, park administration, interpreting landscape and irrigation plans and four (4) years of responsible experience in park landscape maintenance including two (2) years of experience at a level equivalent to a ~~Senior Maintenance Worker~~ **Park Maintenance Crew Leader**. Graduation from Pacific Southwest Maintenance Management School or equivalent is ~~desirable~~ **preferred**.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work evenings, weekends and holidays.
- May be required to drive in and out of City boundaries.