



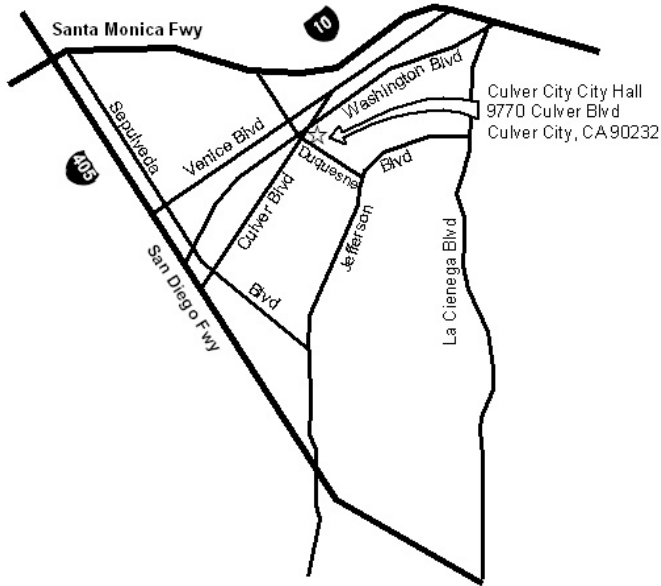
HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

PARK MAINTENANCE SUPERVISOR (Job Code #----

THE CITY OF CULVER CITY											
Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.											
HOW TO APPLY											
Filing deadline: 5:00 p.m., _____. A complete application, including copies or relevant degrees and/or certificates must be submitted for consideration. Please note: Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or emailed materials will not be accepted. Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.											
THE POSITION											
The Park Maintenance Supervisor is responsible for the maintenance of the City parks, median strips, parkways and landscape system to provide safe and environmentally pleasing park and other City landscape facilities to provide safe, clean and environmental pleasing parks and landscaped facilities. 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. Maintains a competent and motivated work force by training, developing and evaluating the performance of subordinates. Develops work schedules, establishing the priorities of the work and reviews and adjusts the schedules to fit climatic and natural conditions. 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 Advisising and directing subordinate personnel in the improvement of work production and work methods. Responds to citizen inquiries and complaints promptly and courteously including investigating to determine responsibility and methods of resolving the problem. Determines conditions and maintenance needs of City parks and landscaped areas by conducting frequent inspections of the facilities., and Ddevelops programs to meet these needs. Orders materials and supplies. Supervises the issuance of tools, materials, and supplies to staff and their return to minimize loss. 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. Supervises closely the more difficult and complex work tasks to ensure proper work methods are used and worker safety ensured. 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 Ceordinatesing with the Equipment Maintenance Section the preventative maintenance and repair of the equipment according to the manufacturer's recommendations. Supervises the operation of city-wide computerized, central irrigation control systems (CALSENSE).											
MINIMUM REQUIREMENTS											
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.											
LICENSE AND CERTIFICATES											
Possession of a valid California Class C driver license.											
EXAMINATION PROCEDURES											
Applicants must receive a passing score on all examination components in order to be placed on the eligible list. Please note: There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.											
<table><tr><th>COMPONENT</th><th>WEIGHT</th></tr><tr><td>• Written Examination: To measure writing ability, customer service, and technical knowledge.</td><td>30%</td></tr><tr><td>• Counseling Exercise: To demonstrate measure the ability to supervise.</td><td>30%</td></tr><tr><td>• Structured Oral: To determine technical knowledge for the position.</td><td>35%</td></tr><tr><td>• Appraisal Interview: To evaluate training, experience and personal qualifications.</td><td>340%</td></tr></table>		COMPONENT	WEIGHT	• Written Examination: To measure writing ability, customer service, and technical knowledge.	30%	• Counseling Exercise: To demonstrate measure the ability to supervise.	30%	• Structured Oral: To determine technical knowledge for the position.	35%	• Appraisal Interview: To evaluate training, experience and personal qualifications.	340%
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Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.



THE CITY:

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a “charter” city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

SELECTION PROCESS:

- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:00 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
- 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
- 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
- 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
- 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies. The top three (3) ranks will be used for Promotional Examinations.

VETERAN’S PREFERENCE:

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran’s preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran’s preference. (Veteran’s preference does not apply to promotional exams).

SENIORITY PREFERENCE:

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:

These are typical benefits, but may vary by negotiated agreements with employee bargaining units. Please refer to the appropriate MOU for this position by visiting: www.culvercity.org

RETIREMENT:

City participates in CalPERS* retirement plan (Public Employees Retirement System). Retirement benefit depends upon date of appointment (hire) and associated employee bargaining unit.

DEFERRED COMPENSATION:

Employees may voluntarily contribute to a city sponsored deferred compensation plan.

HEALTH BENEFITS:

Choice of health, dental, vision and life plans are available for employees and dependents. Some employee contribution may be required.

LEAVE BENEFITS:

Include holidays, in-lieu time, sick and vacation.

UNIFORMS

Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.

CREDIT UNION AVAILABLE

* In the event an employee leaves City Service prior to retirement, this contribution, including interest, is remitted to the employee upon application to the retirement system.