

PARKS MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision, to plan, coordinate, and supervise the work of personnel engaged in the operation, maintenance and improvement of City parks, and related areas and facilities; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, coordinating, and supervising the work of staff assigned to the operation, maintenance, and improvement of the City's parks, and related areas and facilities.

EXAMPLES OF DUTIES

Provides supervision and work coordination for staff assigned to the operation, maintenance and improvement of City parks, and related areas and facilities; plans and directs park facility construction, maintenance and repair; plans and directs the maintenance and security of municipal parks or other public areas; inspects public parks, athletic fields and public grounds to determine safety maintenance needs; schedules routine and major work projects according to condition and expected use of areas; designs and modifies sprinkler systems; determines equipment, material and personnel needs; resolves work problems; inspects and reviews work performance, methods and progress of park maintenance crews; prepares plans and drawings for the development of new park sites and changes in existing park sites; prepares estimates of time and materials; prepares equipment specifications and approves designs; coordinates construction work with other departments and private contractors; attends and participates in meetings and conferences with other departmental administrators, private citizens and professional groups to discuss park maintenance programs, facility requirements and improvements and various park maintenance problems; prepares reports, manuals, studies, reviews of park maintenance activities and problems and preliminary budget estimates; administers and controls the budget; provides technical information and assistance to boards, commissions and associations; reviews performance of employees; participates in the work of the unit as necessary; represents assigned functions with city staff and other governmental agencies as delegated.

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SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

Possession of a qualified pesticide applicator's certificate.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of park operations, maintenance and improvement.
- Principles of supervision and training.
- Methods, materials and equipment used in the operation, construction, installation and maintenance of park, recreational, and playground facilities.
- Cultivation and fertilization of plants and trees maintained by the City.
- Common plant and turf diseases, pests, and their eradication and control.
- Use and applications of herbicides, fungicides and pesticides.
- Sprinkler system design and installation practices.
- Park and landscape design practices.
- Public relations methods and techniques.
- Occupational hazards and standard safety precautions.
- Principles of budget development and control.

and

Ability to:

- Plan, coordinate, and supervise the City's operation, maintenance and improvement of City parks, recreational areas, and related areas and facilities.
- Provide training, supervision, and work evaluation for staff.
- Assist with budget development and control expenditures.
- Analyze work activities and operational problems, formulate necessary corrections.

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EMPLOYMENT STANDARDS - (cont.)

- Insure the proper and safe application of chemical used to control plant diseases and pests.
- Adapt available tools, supplies and equipment to specific park and landscape maintenance problems.
- Prepare sprinkler system and park design and improvement plans.
- Effectively and courteously respond to citizen complaints and information requests.
- Estimate time, materials and equipment needed to perform park and landscape maintenance work.
- Maintain accurate records.
- Prepare a variety of reports and presentations.
- Research, collect and analyze information related to parks.
- Effectively represent the parks maintenance functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: College course work at an accredited college or university in horticulture, park administration, management or a closely related field.

Work Background: Four years of increasingly responsible and varied professional experience in park operation and maintenance, including two years in a supervisory or administrative position.

August 1992