

FACILITIES SUPERVISORDEFINITION

Under general supervision, supervises, coordinates and participates in the operation of the municipal stadium and the repair and maintenance of the stadium, municipal pools and related grounds and equipment.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervises and participates in the maintenance, operation and improvement of the Eddie West Field including scheduling and performing the maintenance and repair of stadium structures, landscaping and all related equipment. Ascertains prospective tenant needs, schedules staffing and supplies to meet customer needs, and coordinates stadium events with other City agencies and departments. Supervises and participates in the maintenance and improvement of all park aquatic facilities and equipment including but not limited to municipal swimming pools, reflection pools and fountains, and lakes and ponds. Plans, organizes and implements annual, monthly and weekly maintenance schedules. Assigns, supervises, trains, disciplines and evaluates staff. Manages all hardscape and softscape within assigned area of responsibility including but not limited to diagnosing horticultural and aquatic pests, diagnosing and resolving irrigation problems, identifying stadium and aquatic areas for improvement projects. Manages special operations such as sport field care, tree pruning, chemical application, and other improvement/maintenance projects. Manages irrigation application of water in all areas of responsibility. Serves as coach/mentor/trainer when facilitating safety tailgate meetings, leading improvement/maintenance projects, participating in TQS improvement projects, etc. Prepares written reports, purchase requisitions, requests for council action, recommendations, etc. May assist with budget preparation. Manages and follows up on service or replacement of equipment and tool inventory. Responds to customer inquiries, complaints and needs in an expeditious and professional manner. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

An incumbent of this class is responsible for supervising and participating in the semi-skilled manual work of several crews engaged in the general maintenance and repair of specialized recreation facilities. Responsibility for the inspection, servicing, maintenance and repair of swimming pools, facilities and equipment and the supervision of the municipal stadium operation during events requires an unusual combination of specialized knowledge, skill and customer relations abilities. Work also involves the exercise of considerable independent judgment and discretion in carrying out assignments.

### RECOMMENDED MINIMUM QUALIFICATIONS

Three years of experience in the maintenance, repair and operation of stadiums or arenas and/or large public-use swimming facilities, including one year of experience in a lead supervisory capacity; or any equivalent combination of training and experience, which provides the knowledge, skills and abilities listed below. Coursework in landscape architecture, park administration, ornamental horticulture or a related field may be used in combination with experience to meet the minimum qualifications.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: standard tools, methods, practices and materials of the several trades involved in the different operations or work assignments described above; the requirements for preparing a stadium or arena for the presentation of sport or other events and its operation during events; the care, maintenance and repair of swimming pools, fountains, lakes, ponds and related equipment; the hazards and safety precautions of the work in the trades areas, and management theories pertaining to Total Quality Service, leadership, motivation, etc.

Skill in: the performance of a variety of general maintenance and repair tasks.

Ability to: lead and instruct subordinates, establish and maintain cooperative working relationship with tenants of the stadium and City employees, follow oral and written instructions, and estimate material and labor needs.

### SPECIAL REQUIREMENTS

Possession of a valid California Driver's License and retention as a condition of employment; willingness to work swing shifts and/or weekends. Desirable qualifications include completion of Total Quality Service training; possession and retention of a class A & B California Vehicle Operator's License; and possession and retention of a California Department of Agriculture Qualified Applicator's Certificate.

### CHARACTERISTICS OF SUCCESSFUL PERFORMER

The successful performer is a highly skilled, mechanically-inclined problem-solver who can perform or supervise a variety of diverse projects efficiently and effectively. A leader with good supervisory skills and a commitment to a high quality work product, this individual can motivate staff to complete tasks in a timely, proficient manner. The appropriate employee communicates effectively to a variety of individuals, both orally and in writing, and is courteous and professional when dealing with the public.