

PARK MAINTENANCE SUPERVISORDEFINITION

Under general direction, supervises the care, maintenance and construction of park areas and facilities in an assigned section of the city.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervises the improvement and maintenance of park facilities and properties. Directs, supervises, trains, evaluates, and disciplines assigned staff. Plans, organizes and implements annual, monthly, and weekly maintenance schedules. Plans and schedules work, materials, equipment and labor needs utilizing the department's Maintenance Quality Review Program and work management program. Manages all hardscape and softscape within assigned area of responsibility including but not limited to diagnosing and directing pesticide application to control horticultural pests, diagnosing and directing repair of irrigation problems, and identifying areas within parks for improvement projects. Manages special operations such as tree pruning, chemical application, and other improvement and maintenance projects. Manages irrigation application of water in all areas of responsibility. Manages and follows up on service or replacement of equipment and tool inventory in assigned area. Serves as coach/mentor/trainer when facilitating safety tailgate meetings, leading improvement and maintenance projects, participating in TQS improvement projects, etc. Prepares written reports, purchase requisitions, requests for council action, recommendations, etc. With the assistance of Senior Park Maintenance Supervisor, supervises and coordinates contracted maintenance services. Assists in coordinating the activities of the division with other divisions and sections of the agency. Responds to customer inquiries, complaints and needs in an expeditious and professional manner. Assists with the preparation of budget proposals and equipment recommendations; monitors budget expenditures for the section. Performs related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

A Park Maintenance Supervisor may be assigned to supervise the maintenance of all park areas in a designated section of the city or to supervise the work of a crew engaged in citywide park maintenance work. Although supervision is the primary responsibility of an employee in this class, the incumbent also assists with the work, which requires considerable skill in grounds maintenance, repair of park facilities, specialized pruning and spraying, and related areas.

MINIMUM BASIC QUALIFICATIONS

Five years of experience in gardening, nursery or grounds maintenance work, at least two of which shall have been in a supervisory or lead capacity or any equivalent combination of experience and education which provides the knowledge, skills and abilities listed below. Coursework in ornamental horticulture, park administration, landscape architecture, or other related disciplines may be used in combination with experience to meet the minimum qualifications.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: grounds maintenance practices, methods, tools and equipment used in gardening and repair operations; the planting, cultivating and care of flowers, turf, shrubs, trees and other plants; irrigation systems and techniques; public park landscaping and related problems; and management theories pertaining to Total Quality Service leadership, motivation, etc.

Skill in: operating park maintenance, repair and construction equipment.

Ability to: identify ornamental trees, turf, plants and shrubs; interpret landscaping plans; plan duties and schedule assigned maintenance personnel work assignments; direct and perform construction and maintenance work related to park areas and facilities; establish and maintain proper employee and public relations; communicate effectively both orally and in writing.

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 PERFORMERS

The successful performer is a well-organized, resourceful problem-solver who can handle or oversee a variety of projects efficiently and effectively. As a leader with good supervisory skills and a commitment to a high quality work product, this individual can motivate personnel 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 pleasant, courteous and professional when dealing with the public.

Class title change from Park Supervisor per SACEA MOU 81-83,
effective 7-1-81

Revised: 12/93
ADA Approved: