

PARK MAINTENANCE SUPERINTENDENT (MM)

JOB SUMMARY

Under the administrative direction of the Executive Director, Recreation and Community Services Agency, plans and administers the City's park, playground, park facilities and park tree maintenance functions and activities.

DESCRIPTION

Develops, implements and oversees programs, projects, general work schedules and priorities regarding the development, maintenance and improvement of parks, playgrounds and recreational facilities. Plans, schedules, assigns and directs the work and resources of the division. Reviews facility conditions with supervisors; reviews and prioritizes job orders. Reviews weekly work status reports prepared by the Planner/Scheduler. Investigates and resolves citizen complaints. Ensures that support services (e.g. set-up, litter control teams, etc.) are provided for special events. Supervises the delivery of contract services; and conducts daily inspections of facilities.

Implements policy and directive decisions from the Executive Director; prepares status reports for the Director; and attends meetings of the Parks, Recreation and Community Services Board.

Administers budget preparation and fiscal control for the division by preparing the budget, initiating major purchases of equipment and contractual services, and authorizing all purchase requisitions.

Sets division's direction for employee training and oversees continuous inservice training programs, including training in safe work practices and quality team-building, as well as the maintenance quality review program. Counsels supervisors on evaluation procedures, evaluates directly supervised staff, investigates and seeks resolution to employee grievances, and reviews performance evaluations prepared by subordinates.

Attends meetings with other City departments, agency administrative staff, Orange County staff, the Civic Center Commission, private citizens, vendors, suppliers of contractual services.

Performs other related functions as assigned.

MINIMUM OR DESIRED QUALIFICATIONS

Five years of progressively responsible park operations experience, at least three of which have been in a supervisory capacity, or any equivalent combination of training and experience, which provides the knowledge, skills and abilities listed below. Graduation from an accredited four-year college or university with a Bachelor's degree in public or business administration, ornamental horticulture, park administration, landscape architecture or a related field may be used in combination with experience to meet the minimum qualifications.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: municipal parks and facilities management; ornamental horticulture; irrigation design, installation and management; hardscape and softscape construction of public recreational facilities; planning and scheduling parks maintenance services; contractual services and the administration of public recreational facilities maintenance; the principles and techniques of supervision; and management theories and techniques.

Ability to: plan, organize and supervise the work of personnel engaged in park, tree and facility maintenance and development operations; prepare cost estimates and annual budgets; communicate clearly and concisely orally and in writing; and establish and maintain effective working relationships with other management personnel, subordinates, and the public.

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 Operators License; and possession and retention of a California Department of Agriculture Qualified Applicators Certificate.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a creative leader who has a thorough knowledge of modern and innovative park and facility maintenance practices. This individual can effectively supervise a large staff, and can motivate personnel to produce a high quality work product in a team environment. As a leader with an enthusiastic approach to work, this employee is able to organize and prioritize a heavy workload and ensure that tasks are completed in a timely manner. The appropriate individual has good writing skills and is pleasant, courteous and professional when dealing with the public.

ORGANIZATIONAL RELATIONSHIPS

Class title change from Park and Trees Superintendent per Council Resolution No. 81-139, effective 7-1-81

Revised 12/93