

SENIOR PARK MAINTENANCE SUPERVISORDEFINITION

Under general direction, assists the Park Maintenance Superintendent in managing and directing park and facility maintenance operations.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervises the improvement and maintenance of Civic Center Authority grounds and Santa Ana parks, including all hardscape and softscape areas, and aquatic pools and fountains. Supervises and coordinates division-wide contract services. Directs, supervises, trains, evaluates and disciplines assigned staff. Plans and schedules work and materials utilizing the department's work management program. Assists other supervisors on projects throughout the park division including landscape and irrigation design and installation, tot-lot renovation, picnic facility renovation and sport field renovation. Supervises division pesticide application, training, record keeping, and reporting to the O.C. Agricultural Commissioners Office. Supervises, coordinates, and implements safety and other in-house training courses. Makes recommendations concerning new development and renovation of existing facilities. Coordinates with other agency sections on special events or programs. Responds to customer inquiries, complaints and needs in an expeditious and professional manner. Assists the Park Superintendent in preparing budgets and managing expenditures, performing research and providing reports as necessary. Serves as Acting Park Superintendent in the absence of the Park Superintendent. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent in this class reports directly to the Parks Superintendent, and is responsible for coordinating and supervising the skilled and semi-skilled work of crews engaged in the landscaping and maintenance of parks and facilities. This class differs from the next lower class of Park Maintenance Supervisor in that the latter is the first-line supervisory class in the Park Maintenance Division.

MINIMUM BASIC QUALIFICATIONS

Five years of experience in horticulture, nursery, facilities, parks or grounds maintenance work, at least two of which shall have been in a supervisory or lead capacity, or any equivalent combination of training and experience which provides the knowledge, skills and abilities listed below. Education and experience equivalent to a degree 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: management techniques and theories; ornamental horticulture; irrigation design/installation/management; hard and softscape construction of public recreational facilities; budgeting and budget control; and recreational and facilities planning, development, renovation and programming.

Ability to: administer contractual services; direct and perform maintenance and construction work related to parks and facilities; plan duties and schedule assigned maintenance personnel work assignments; and establish and maintain proper employee and public relations.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Driver's License as a condition of employment; willingness to work swing shifts, weekends and holidays as needed. 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 Pest Control Advisor's License.

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 strong supervisory skills and a commitment to a high quality work product, this individual can motivate personnel to complete numerous tasks in a timely, proficient manner. The incumbent is required to combine strong communication and supervisory skills with excellent technical knowledge and sound decision-making ability. The appropriate employee communicates effectively to a wide variety of individuals and groups, both orally and in writing, and is pleasant, courteous and professional when dealing with the public.

Class title established per Council Resolution No. 85-146,
effective 12-3-85

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