



Job Code: 0240
FLSA: NE
Unit: PCEA
Revised: 08/03

PARK MAINTENANCE SUPERVISOR

DEFINITION

Under direction, supervise the overall activities of subordinate personnel and contractors in the care and upkeep of parks, landscape medians, municipal landscape and hardscape, street trees, trails and open space. This includes short and long range planning, organizing and supervising the parks maintenance operations and functions required. Perform other duties as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from Park Maintenance Superintendent. Exercises direct supervisory responsibilities over the Park Maintenance Lead Workers and Park Maintenance Workers.

TYPICAL DUTIES

1. Organize and supervise work performed for parks, medians, street trees, municipal landscape and hardscape, trails and open space
2. Investigate public inquiries, contacts and requests; make determination or recommendations to the Parks Maintenance Superintendent on action to be taken.
3. Prepare written reports such as maintenance management work status reports, reports and budgets to repair damaged landscape, employee reviews, etc. Prepare and present oral reports to groups such as Sports Park User groups, Sports Council, and various internal departments regarding landscape conditions and status of construction work.
4. Assist Superintendent in recruitment and selection of new staff.
5. Develop and maintain staff training programs, including safe equipment and pesticide use; tree pruning techniques; playground safety inspections. Responsible for monthly safety meetings.
6. Assign work for subordinate staff. Monitor and evaluate staff performance. Make disciplinary recommendations, as needed.
7. Directly supervise, train and evaluate Park Maintenance Lead Workers.
8. Ensure assigned staff operates in compliance with City, State, and Federal rules, regulations, and policies.

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9. Assist with preparation and monitoring of assigned Section budget; assist Parks Maintenance Superintendent with preparation of Division operating budget.
10. Assist the Superintendent in preparing recommendations and cost estimates for Park Renovation Fund capital improvement projects.
11. Organize and oversee use, maintenance, and repair of Division equipment; assemble material and equipment orders; evaluate bids; and write specifications for Division supplies and equipment.
12. Under the direction of the Park Maintenance Superintendent, coordinate citywide central irrigation control system.
13. Maintain accurate files, logs and records, including semi-monthly and annual work plans; equipment maintenance and repair records; documents required by County and State agencies related to City pesticide use, including pesticide labels, MSDS(s), written recommendations, safety training, and usage reports; park infrastructure as-builts; documents related to equipment and supply purchases and bid histories; documents related to personnel matters; materials used for training; and other records related to park maintenance activities.
14. Under the direction of the Park Maintenance Superintendent, develop specifications, solicit and evaluate bids, obtain and organize required documentation, and inspect contractor's work for capital improvement projects of \$25,000 or less.
15. Assist the Superintendent in reviewing and evaluating Capital Improvement Program (CIP) projects and new construction.
16. Inspect, evaluate, and coordinate the work of maintenance contractors.

Knowledge, Skills and Abilities

Knowledge of:

1. Principles and techniques used in supervision, training, counseling, and performance evaluations.
2. Proper methods and standards for the construction of irrigation and drainage systems, landscape and park areas.
3. All phases of modern turf, tree, landscape, and sports field maintenance, including planting; propagating turf, trees, and shrubs; and irrigation system operation and repair.
4. Plant/pest disease identification and control.
5. Knowledge of State and County regulations for the proper use, handling, and storage of pesticides.
6. Knowledge of public playground safety specifications.
7. Commonly used business software in a networked computer environment; proficiency to create documents and spreadsheets related to the position.

Skill and ability to:

1. Design, develop, coordinate and implement suitable park and landscape maintenance programs and schedules.
2. Effectively supervise, counsel and evaluate subordinates.
3. Read, interpret, and evaluate plans and blueprints.
4. Communicate effectively both orally and in writing.
5. Explain and communicate Department/City policies and procedures.
6. Effectively work with the public, user groups, and private contractors.

DESIRABLE QUALIFICATIONS

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of an Associate of Arts degree in horticulture or a related curriculum.

Experience:

Three years of progressively responsible supervisory experience in the field.

License:

1. Possession of a valid California Driver's License is required.
2. Possession of a State of California Qualified Pesticide Applicator Certificate or Pest Control Advisor's License is required.
3. Certification as an International Society of Arboriculture Arborist is desirable.
4. Certification as a Playground Safety Inspector by the National Playground Safety Institute is desirable.