



**Job Code:** 0245  
**FLSA:** E  
**Unit:** MGMT  
**Revised:** 11/3/88

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## **PARK MAINTENANCE SUPERINTENDENT**

### **DEFINITION**

This is a management position. Under direction, to supervise, inspect and evaluate the work of subordinate personnel in the care and upkeep of parks, landscaped areas, facilities thereon, street trees and equipment. As necessary, performs complex duties associated with park and landscape maintenance; performs related work, as required.

### **SUPERVISION RECEIVED/EXERCISED**

Receives immediate supervision from the Director of Parks and Community Services. Exercises direct supervisory responsibilities over Park Maintenance Supervisor and lead personnel and indirect supervision over maintenance personnel.

### **TYPICAL DUTIES**

1. Prepares work plans and schedules; assigns, supervises, trains, inspects and evaluates work of subordinate personnel.
2. Maintains records and prepares reports of work activities.
3. Orders materials and supplies.
4. Prepares and administers division budget.
5. Oversees and inspects work of private contractors.
6. Coordinates work with other field services functions.
7. Process public inquiries and complaints.
8. Makes recommendations on personnel actions.
9. Assists in review of park and landscape engineering plans prior to final approval.

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**Park Maintenance Superintendent - Page 2**  
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**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. All phases of turf and landscape maintenance, to include approved methods of planting and propagating turf, trees and shrubs.
2. Irrigation system installation, operation and repair.
3. Plant disease detection and control.
4. Equipment operation and maintenance.
5. Weed and insect detection and control methods.
6. Basic supervisory practices.
7. Accepted safety practices.

**Skill to:**

1. Prepare work plans and schedules.
2. Assign, supervise, inspect and evaluate work of subordinates.
3. Prepare reports and maintain records.
4. Meet and deal effectively with the public.
5. Effectively communicate both orally and in writing.
6. Instruct subordinate personnel in proper work methods.

**Education:**

High school graduation; supplemental training or education in supervisory practices desirable.

**Experience:**

Five years experience in all phases of turf, landscape and tree maintenance, to include two years of supervisory experience.

**License:**

Possession of valid California driver's license.

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