

PARKS SUPERVISOR

DEFINITION

To plan, organize, direct and supervise parks maintenance operations within the Parks Division; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Parks Superintendent.

Exercises direct supervision over parks maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for parks maintenance; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in parks maintenance activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Supervise the maintenance of City parks and related grounds, including mowing, irrigation, planting and care of shrubs, flowers, trees and lawns and other landscaping activities.

Oversee maintenance and repair of parks buildings/facilities, picnic equipment, and playground equipment; supervise construction of small projects involving cement, carpentry, electrical, plumbing and painting work.

Monitor and inspect the work of various contractors and vendors; develop specifications for contracted work and obtain and participate in evaluating bids.

Determine and plan for seasonal hiring needs.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of parks grounds maintenance, including turf care and irrigation systems.

Equipment, tools and materials used in basic construction and repair methods as related to carpentry, electrical, and plumbing.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

#### Ability to:

Organize, implement and direct parks maintenance operations.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently walk, bend, stoop or twist to inspect maintenance work; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Three years of increasingly responsible experience in parks or grounds maintenance operations, including one year of lead responsibility.

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably with course work in parks administration, business administration, natural resources, horticulture, forestry, or a related field. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

04-29-19

08-08-14

01-28-12      Parks Supervisor