



PARKS MAINTENACE SUPERVISOR

DEFINITION

Under general direction, performs a variety of supervisory and administrative tasks in the maintenance of parks, grounds, trees, facilities and landscaped areas.

SUPERVISION EXERCISED

Trains, supervises and evaluates Maintenance Workers.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone with regards to trees, parks and related issues.

Plan, develop, coordinate, supervise and inspect the work of those engaged in the repair and maintenance of parks, grounds and related facilities.

Determine products, materials and equipment used in parks and facility maintenance; prepare purchase orders, maintain inventories.

Participate in review of and execution of park construction and renovation projects; inspect contractors' work ensuring compliance with city regulations and standards; designs irrigation systems.

Plan, coordinate and oversee set up and tear down of special events.

Manage and coordinate work orders and work assignments; process invoices for payment.

Train, supervise and evaluate subordinate personnel; monitor and verify time cards.

Prepare cost estimates for time, materials and equipment. Order all parts, materials and services required in day-to-day operations as well as special projects and reconcile account and purchase order activities.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment and supplies used in park, landscape and open space maintenance and repair.

Standard safety practices required in park, landscape and open space maintenance and repair.

Practices and procedures used in training, supervising, evaluating and disciplining subordinate personnel.

Record keeping and reporting.

Ability and Skill to:

Operate and train in the operation a variety of tools, equipment and vehicles including but not limited to mower, blower, motor grader, wheel loader, dump truck, ladder truck, tree chiller, fork lift, stump grinder, tractor, welder, chain saw and carpenter saws.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics and train subordinate staff in same.

Respond to questions from the public and staff.

Plan and organize work of others to meet schedules and timelines.

Enforce and comply with Federal, State and local laws and City policies, procedures and codes applicable to parks and street maintenance.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:



AA degree in urban forestry, parks administration, horticulture, construction technology or related field and five (5) years increasingly responsible experience in parks, landscape and construction including two (2) years in a supervisory capacity. BA/BS, Certified Arborist, bi-lingual skills desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record; American Red Cross certifications in C.P.R. / First Aid and Automated External Defibrillator (AED) Essentials. Ability to obtain California Pesticide Applicator Certificate within six (6) months of appointment.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 90 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

