

PARKS MAINTENANCE SUPERVISOR

DEFINITION

Under limited supervision, plans, coordinates, directs, and supervises the maintenance of City parks, grounds, playgrounds, athletic fields, and other City facilities, trees, and grounds of public buildings; performs related duties as required.

CLASS CHARACTERISTICS

This class is characterized by its responsibility for supervision of landscape and building maintenance crews and the incumbent exercises daily supervision over assigned personnel and coordinates the work of multiple small crews.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Plans, coordinates, supervises, and inspects the work of those engaged in the repair and maintenance of parks, grounds, athletic fields, playgrounds, and related facilities, trees, public buildings and grounds of public buildings; supervises and inspects the work performed by staff in graffiti abatement and in the daily maintenance and cleaning of park restrooms.

Schedules and supervises the work of crews engaged in mowing and maintaining parks; trimming and pruning trees and shrubs using power tools and boom truck; repairing sprinkler systems; replanting and removing trees, shrubs and hedges; application of insecticides and pesticides.

Schedules and supervises the work of crews engaged in repairing and maintaining City buildings and facilities; supervises staff involved in installing, servicing and repairing plumbing fixtures, heating and air conditioning, electrical equipment and wiring, lights and any related facilities maintenance activities; supervises staff responsible for janitorial related tasks.

Evaluates service needs and work methods; develops comprehensive plans to satisfy future needs of department service; establishes and enforces operating and safety procedures; investigates service requests and complaints made by the public; as necessary, explains priorities, programs, and policies.

Estimates time and material costs; evaluates and institutes changes in work methods, priorities, and routes; assists in the development of departmental budget and monitors expenditures.

Maintains records and writes a variety of reports and memos on work performed, vandalism, and lawsuits against the City; may participate in administrative studies in areas outside the scope of regular duties.

Monitors contracts for maintenance and landscaping of parks and facilities; prepares bid specifications for contract services; reviews blueprints for park construction and landscaping.

Trains and evaluates employees; takes necessary disciplinary actions; selects staff, inspect time cards for proper allocation of time and approves time sheets.

Investigates complaints related to grounds maintenance and initiates appropriate action; investigates and prepares incident reports and provides necessary follow-up actions

Answers emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs and emergency patching of streets, water and sewer lines.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations graduation from high school or equivalent and four years of increasingly responsible experience in parks and grounds maintenance and repair work, including two years in a lead capacity.

Knowledge, Skills and Abilities

Considerable knowledge of methods, materials, and equipment used in turf management; irrigation programs; park, parkway and median maintenance; tree trimming and pest control; advantages and disadvantages of various types of turf, trees and tree pests; equipment and their application in turf and tree management; equipment inspection, maintenance, and repair; pertinent laws, codes, safety orders, and safe work practices related to grounds maintenance and construction; grounds service facility and installation planning; principles of supervision and training.

Ability to communicate clearly and concisely, both orally and in writing; prepare reports and keep accurate records; analyze data and information and draw logical conclusions; select, train, supervise and evaluate employees; train personnel on unit activities, procedures and regulations; make decisions regarding operational and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; explain and apply policies and procedures; understand and follow verbal and written directions; use and care for a variety of tools and equipment common to park maintenance and to the care of trees; plan, assign and inspect the work of subordinates; allocate equipment, materials, and personnel in a cost effective manner; read and interpret blueprints and building plans; prepare cost estimates for time, materials and equipment; respond to 24 hour emergency calls and take appropriate actions.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category II; 1, 3, 4, 5, 6, 7, 8, 12, 13, 15, 18, 19, 20.

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