



Department:	Public Works
Bargaining Unit:	Mid-Management
Salary Range:	M30
Last Revision:	April 1995

PARKS MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, to supervise, assign, review, and participate in the work of staff responsible for providing park maintenance, repair, and construction services; to provide supervision for city tree trimming operations; and to provide responsible staff assistance to the Human Services and Intergovernmental Coordination Director.

SUPERVISION EXERCISED

Exercises direct supervision over maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for providing construction, maintenance, and repair services and activities for assigned areas and facilities including street trees, park lands, outdoor sports facilities, landscaped areas, and municipal parking lots; provide maintenance and supervision for building and grounds for the Community Center, City Hall, Industrial Ponds, and Engineering complex.

Participate in the selection of assigned staff; provide or coordinate staff training including in the areas of work methods, techniques, and the use and operation of equipment; work with employees to correct deficiencies; implement discipline procedures.

Recommend and assist in the implementation of goals and objectives; identify maintenance problems and areas; establish schedules and methods for providing park maintenance, repair, and construction services; implement policies and procedures.

Plan and lay out park landscaping, repair, and construction work projects; prepare time, material, and equipment estimates for assigned jobs; prepare specifications for material and equipment purchases; requisition and purchase supplies and materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

Supervise and participate in the use and operation of tools, equipment, and vehicles utilized in assigned projects including dump, aerial, and boom trucks, backhoes, trenchers, mowers, and power tools such as sprayers, edgers, and blowers; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, equipment, and vehicles.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; prepare and submit requisitions for supplies, materials, and parts, monitor expenditures.

Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

Assume responsibility for the maintenance of a large variety of plants in the City=s parks; supervise and participate in planting, trimming, removal, and care of City plans.

Identify and monitor pest problems affecting City plants and streets; assume responsibility for the proper application of pesticides; oversee the wee abatement program.

Inspect municipal park grounds and facilities and equipment for needed maintenance and repairs; recommend corrective action.

Assist in a variety of Department operations; perform special projects and assignments as requested.

Respond to and resolve inquiries and complaints.

Coordinate assigned services and activities with those of other departments, outside agencies, and the general public.

Perform the most difficult maintenance and repair duties in the area of work assigned.

OTHER JOB RELATED DUTIES

Review capital improvement plans related to assigned services; make recommendations regarding future maintenance activities.

Plan, design, inspect, and lay out sprinkler systems, walks, parking areas, and relate facilities forcit parks.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operation, services, and activities of a comprehensive municipal park grounds and facilities construction, maintenance, and repair program.

Principles of supervision, training, and performance evaluation.

Materials, methods, practices, and equipment used in municipal park grounds and facilities construction, maintenance, and repair activities.

Types and level of maintenance and repair activities generally performed in a municipal park grounds and facilities construction, maintenance, and repair program.

Methods and techniques of landscape construction.

Methods, materials, tools, and techniques used in propagating, planting, pruning, and caring for trees, plants, and shrubs.

Principles and practices of ornamental horticulture.

Planting mixtures and fertilization requirements.

Plant pests and diseases and methods of their control and eradications.

Chemicals and sprays commonly used for plant and grounds care and their proper application.

Recent developments, current literature, and sources of information related to municipal park grounds and facilities construction, maintenance, and repair.

Occupational hazards and standard safety practices necessary in the area of park construction, maintenance, and repair work.

Pertinent policies, procedures, and codes related to the construction, maintenance, and repair of park grounds and facilities.

Modern office practices, methods, and computer equipment.

Principles and procedures of records keeping and reporting.

Principles of budget preparation and control.

Safe driving principles and practices.

Skill to:

Operate a wide variety of equipment and tools used in park construction, maintenance, and repair in a safe and effective manner.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of maintenance personnel.

Select, supervise, train, and evaluate staff.

Organize, direct, and implement maintenance schedules.

Conduct studies, prepare comprehensive reports, and determine cost effective ways for conducting the assigned field maintenance operations.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Select and maintain machinery and equipment used in the area of work.

Assist in budget preparation and monitoring.

Prepare and maintain records and prepare comprehensive technical and statistical reports.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Identify park grounds and facilities maintenance and repair needs and take corrective actions.

Ensure the maximum utilization of manpower, equipment, and supplies.

Accurately determine project material needs.

Respond to requests and inquiries from the general public.

Ability to:

Independently perform the most difficult park maintenance and repair duties in the area of work assigned.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible experience in the construction, maintenance, and repair of municipal park grounds and facilities including some supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in landscape design and construction, horticulture, maintenance technology, personnel supervision, and in the area of assignment.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver=s license.

Possession of, or ability to obtain, State of California Pesticide Applicator certificate.

Possession of, or ability to obtain, certification as an Arborist is desirable.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to noise, outdoors, vibration, chemicals, mechanical hazards and electrical hazards; ability to travel to different sites and locations.

Effective Date: April, 1995