



## **PARK SUPERVISOR– FIXED TERM**

### **SUMMARY**

**This is a fixed term position that will not exceed 6 months.**

Under direction develops, implements, monitors, evaluates, and supervises assigned park maintenance and fleet management programs; ensures that District parks are maintained in a safe and compliant condition. Areas of responsibility include, but are not limited to, care and maintenance of parks, grounds, and recreation facilities; oversees and participates in complex projects in park maintenance, landscape construction, irrigation systems, and weed and pest control. Evaluates concerns and elevates senior leadership as necessary. Hires, trains, evaluates, supervises and evaluates staff. Performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher-level management staff. Exercises direct supervision over assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

The Parks Supervisor is responsible for creating systems, implementing park maintenance operations, and directing, evaluating, and supervising staff to maximize service delivery to the community. Performance requires the ability to work independently with initiative and discretion within established guidelines. This classification is distinguished from the Parks and Facilities Manager in that the latter is responsible for strategic planning and management of all District parks and facilities with overall administrative and operational responsibility for park maintenance, programs, and services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Develops implements and monitors park maintenance operations.
2. Provides strategic direction for all parks related activities and oversees the operations of the entire department.
3. Oversees the scheduling and activities of staff including the casual staff; plans, assigns, trains, directs, and monitors staff duties; evaluates employee performance and initiates disciplinary actions when needed.
4. Plans and conducts in-service training programs; monitors status of required licenses and certifications to ensure a high performing team.
5. Plans, schedules, prioritizes and may assist with maintenance, repair, renovation and construction projects, makes recommendation on planning, development, and implementation of facilities and or park areas.
6. Oversees and participates in complex projects in park maintenance, landscape construction, irrigation systems, and weed and pest control; ensures adherence to safe and efficient work methods, procedures, and practices.
7. Plans work assignments, including materials and staff resources needed to perform the work; develops work plans, procedures, and schedules.
8. Evaluates assigned work projects, including materials and staff resources needed to perform the work; estimates time, materials, and equipment necessary for the successful completion of the project; acquires necessary resources as appropriate.
9. Provides manager with updates on project status; informs manager of park maintenance and horticultural problems and needs.
10. Works collaboratively with other District divisions; confers regularly with other District supervisors and managers.
11. Performs safety inspections of District parks and ensures that safe work methods and safety precautions are observed;
12. Receives and responds to questions and concerns from patrons; identifies issues and resolves problems.
13. Monitors inventory, orders supplies and equipment, and maintains purchase records within authorized budget.
14. Maintains records and logs of daily activities.
15. Assists with District special events as needed.
16. Oversees and manages contract services.
17. Performs related duties as assigned.



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### QUALIFICATIONS

#### Education and Experience:

- Bachelor's Degree desirable in parks administration, ornamental horticulture, natural resources or a related field. High School Diploma or GED, supplemented by two years or 60 units of college level coursework in ornamental horticulture, parks administration, natural resources, or a related field;

**AND**

- Five years of relevant experience.

**OR**

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

#### Knowledge of:

- Principles, practices, methods, and techniques of planning, developing, implementing, and evaluating park maintenance.
- Principles and practices of supervision and leadership, including work planning, assignment review, evaluation, discipline, and training.
- Theories, principles, methods, materials, techniques, and equipment used in the construction, maintenance, development, repair, and installation of park fields, grounds, landscapes, and facilities.
- Proper horticultural practices related to parks, plants, trees, and shrubs including species identification and disease management.
- Methods and techniques of inspecting and maintaining the safety of parks playground equipment.
- Operational characteristics of standard construction and maintenance tools and equipment.
- Operational characteristics of irrigation systems.
- Practices and procedures used in pest control, irrigation, turf management, and landscape construction.
- Operational characteristics and safety requirements for the operation of trucks and other heavy equipment.
- Relevant laws, rules, regulations, policies, and procedures.
- Principles and techniques for fostering effective work groups, inter-departmental relations, and community partnerships while providing high level of customer service.
- Methods and techniques of complying with safety requirements.
- Modern office practices, methods, and computer equipment and applications.

#### Ability to:

- Select, supervise, and lead staff and volunteers, including planning, organizing, training, evaluating, and coordinating the work of multiple assigned areas and working teams.
- Assist with the planning and developing of park maintenance policies and procedures.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Maintain accurate financial records and work within authorized budgeted resources.
- Perform the more complex skilled tasks in the construction, modification, maintenance, and repair of District parks and facilities.
- Read and understand complex construction and development plans and specifications.
- Operate a variety of park maintenance tools and equipment properly and safely.
- Perform heavy manual labor.
- Properly handle fertilizers and pesticides.
- Review work to be performed and identify resources necessary to complete the work.
- Respond appropriately to changing situations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.



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- Make accurate mathematical calculations.
- Speak effectively in public. Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

### **Licenses and Certifications:**

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- The following are preferred certifications:
  - California Department of Pesticide Regulations Qualified Applicator's Certificate (QAC), Categories B or C,
  - California Department of Pesticide Regulations Qualified Applicator's License (QAL), Categories B or C,
  - International Society of Arboriculture (ISA) Arborist Certificate,
  - California Department of Agriculture Pest Control Advisors License (PCA); (categories A, D, E, & G are desirable)
  - Certified Irrigation Auditor through the Irrigation Association (IA).
  - Backflow Tester Certificate,
  - Playground Safety Inspector Certificate.

### **PHYSICAL DEMANDS**

Must possess: strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

### **WORKING CONDITIONS**

Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.

### **PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance.
- Functional medical exam and tuberculosis clearance.

### **CLASSIFICATION DETAILS/HISTORY**

Date Adopted: New Role

Job Code:

FLSA Status: Non-Exempt