



FACILITIES FIELD SUPERVISOR – FIXED TERM

SUMMARY

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

Under direction, implements, monitors, evaluates, and supervises assigned facility maintenance programs; ensures that building and structures are maintained in a safe and compliant condition. Areas of responsibility include, but are not limited to, care and maintenance of recreation facilities and structures, buildings located in parks, structures where LARPD maintains but not owns. Trains, evaluates, and supervises staff. The expectation is that this is a working position with approximately 30 percent administrative time and 70 percent field work. 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 Facilities Field Supervisor is responsible for implementing 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 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. Implements and monitors facility maintenance operations.
2. Provides direction and oversees the operations and activities of assigned facility maintenance crews.
3. Oversees the scheduling and activities of 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. Oversees and participates in complex projects in facility maintenance and construction, and ensures adherence to safe and efficient work methods, procedures, and practices.
6. Plans work assignments, including materials and staff resources needed to perform the work; develops work plans, procedures, and schedules.
7. 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.
8. Provides manager with updates on project status; informs manager of maintenance problems and needs.
9. Performs safety inspections of District facilities and ensures that safe work methods and safety precautions are observed; utilizes appropriate safety equipment in working around hazardous chemicals and in hazardous environments
10. Performs the work of lower-level maintenance staff as needed.
11. Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to manager as appropriate.
12. Monitors inventory, orders supplies and equipment, and maintains purchase records within authorized budget.
13. Maintains records and logs of daily activities.
14. Assists with District special events as needed.
15. Performs related duties as assigned.



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QUALIFICATIONS

Education and Experience:

- 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; Bachelor's Degree desirable;

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.



Livermore Area
Recreation and Park District
An independent special district

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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:
 - Backflow certified
 - Playground Safety Inspector Certificate
 - HVAC certification
 - Certified Pool Operator
 - Building Operator Certification
 - Facility management professional

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: 3/10/2025

Job Code: 5216L

FLSA Status: Non-Exempt