

PARKS SUPERVISOR

DEFINITION

Under direction, supervises the daily operations of maintenance for City parks, golf course, and facilities; performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below. Marginal duties are those which are non-essential job functions for this class.

1. Supervises and participates in the maintenance of cultivated public areas, street/park trees, and park facilities; supervises and participates in maintenance of community facilities and City buildings; assists with coordination and inspections of landscape contractors.
2. Assists in budget preparation by estimating equipment and supply needs; makes emergency purchase of supplies and/or equipment.
3. Evaluates work unit performance and installs changes in methods and procedures; checks work in progress and upon completion; schedules work orders and special projects and makes staffing adjustments; trains and evaluates employees; takes necessary disciplinary actions; assists in the selection of staff.
4. Ensures compliance with safety regulations and policies; conducts safety training and directly supervises application of restricted chemicals.
5. Responds to tenant and citizen complaints; inspects reported tree hazards.
6. Provides temporary and vacation relief in similar occupational fields as necessary.
7. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Three years of park maintenance and groundkeeping experience which included tree trimming, facility maintenance/repair, and greenskeeping or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Practice and methods of groundskeeping, greenskeeping, facility/irrigation system maintenance/repair, and tree trimming; operation of equipment and use of tools used in above activities; safety practices including proper street coning procedures; herbicides, pesticides and fertilizers; fundamental concepts of electrical and plumbing trades; supervisory practices

Ability to:

Supervise the work of others engaged in performance of park maintenance, tree trimming, greenskeeping, and grounds caretaking; train and evaluate staff; assess maintenance needs; estimate time and material requirements; operate equipment; establish and maintain cooperative working relationships; communicate effectively; understand and follow verbal and written directions; analyze unusual situations and resolve through application of department policy; deal constructively with conflict and develop effective resolutions.

Special Requirements

Possession of or ability to obtain a valid California Driver's License and a pesticide applicator certificate issued by the State of California.

Physical Demands

Involves active physical work but not prolonged heavy exertion. On feet most of time involving bending, stooping, squatting, twisting, reaching, and working on irregular surfaces; frequent lifting of objects up to 25 lbs. with occasional lifting of objects weighing over 50 lbs.

WORKING CONDITIONS

Occasional exposure to unpleasant elements such as dust, fumes and odors, dampness and high noise levels. Exposed to outside weather conditions on a daily basis.

Date Adopted: August 6, 1996