

PARKS DIVISION SUPERVISOR

Salary Range: 37 (Public Service Employees)

DEFINITION

The Parks Division Supervisor supervises the programs, activities, and personnel of the Parks Division; including maintenance and improvement projects related to parks, recreation areas, trails and open space, grounds, park buildings, structures, and landscapes; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position, supervisory level class with overall responsibility for supervising the programs, activities, and personnel of the Parks Division. The incumbent directs the work of staff while personally performing the more complex work. This position is required to operate with considerable autonomy and is expected to make decisions with a high degree of independence.

SUPERVISION RECEIVED AND EXERCISED

The incumbent reports to the Park Services Manager and supervises assigned staff, including overseeing the work of contract personnel.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Assists in the development of goals and objectives for the Parks Division.
- Assists in the development, administration, and monitoring of the Parks Division budget; determines and recommends equipment, materials, and staffing needs for assigned projects and activities; prepares detailed cost estimates with appropriate justification as required.
- Plans, assigns, directs, and reviews the work of assigned personnel engaged in park maintenance and improvement activities involving parks, recreational areas, trails, open space, grounds, park buildings, structures, and landscapes.
- Assists with Implementation of the Parks & Trails Master Plan, Trails Strategy & Action Plan and other related documents in coordination with other departments.
- Participates in the selection, training, supervision, evaluation, and discipline of assigned staff.
- Performs the most complex maintenance and construction duties as required.
- Provides training to assigned staff in the proper use and safe operation of equipment and materials, the safe and proper application of pesticides and herbicides, and the accepted methods of performing landscape and parks maintenance.
- Prepares, oversees, and inspects in-house and contract work for compliance with policies, procedures, plans, specifications, and for quality and safety standards.
- Assists with the development of long-range preventative maintenance programs.
- Assists with bid specifications for ongoing maintenance contracts and assigned capital projects.
- Directs and participates in the maintenance and preparation of athletic fields per standing contracts and/or MOU's; assists with negotiating new contracts and MOU's.

- Directs and participates in the planting and caring of plants, trees, and shrubs, and in the watering, fertilizing, and maintenance of lawn areas; establishes and implements procedures and standards for the water conservation program, and pesticide/herbicide safety projects.
- Inspects parks, recreation areas, and buildings for maintenance needs and safety concerns.
- Prepares requisitions for materials, supplies, and equipment.
- Prepares and maintains a variety of records and reports.
- Coordinates services and activities with other departments, divisions, governmental agencies, and outside organizations as appropriate.
- Assists management with the development of programs and facilities.
- Assists with developing policies, procedures, standards, and ordinances to ensure compliance with applicable laws and regulations.
- Interprets and advises staff on applicable laws, regulations, policies, and procedures.
- Participates in professional committees, conferences, workshops, and classes to improve job knowledge and supervisory skills.
- Performs related work as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules, codes, and regulations governing department activities
- Equipment, tools, and materials used in landscape construction and maintenance
- Principles and practices of contract negotiation, preparation, and administration
- Principles and practices of public parks, open space, and trail development maintenance; landscape construction and maintenance
- Standard horticultural practices and plant care, including the control and eradication of pests and diseases
- Proper use and application of a variety of pesticides and herbicides
- Applicable federal, state, and local laws, ordinances, regulations, and guidelines
- Project management as it relates to parks, open space, and streetscapes
- English usage, spelling, grammar, and punctuation
- Safe working practices
- Modern office practices, methods, and computer equipment/applications related to work
- Techniques for dealing effectively and providing a high level of customer service to the public, vendors, contractors and City staff, in person and over the telephone
- Principles and practices of records management

Ability to:

- Assist with developing and implementing goals, objectives, practices, policies, procedures, and work standards
- Plan, organize, assign, direct, review, and evaluate activities of the division and assigned personnel

- Select, train, motivate, and evaluate staff
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to division activities
- Analyze division support needs and ensure prompt and efficient delivery of service, materials, and supplies
- Interpret, apply, and ensure project compliance with applicable federal, state, and local policies, procedures, laws, regulations, codes, and ordinances
- Develop plans, schedule assignments, and determine specifications and cost estimates for assigned projects
- Negotiate and administer service contracts and prepare bid packages
- Use and apply principles and practices of budget preparation, financial principles, and administration
- Prepare clear, concise, and accurate reports, correspondence, and other written materials, including bids and financial information
- Organize and prioritize a variety of projects and assignments in an effective and efficient manner to ensure deadlines are met
- Read and interpret complex landscape design drawings and construction blueprints
- Analyze, interpret, apply, and enforce federal, state, and local policies, procedures, laws, and regulations
- Establish and accurately maintain a variety of manual and computerized record keeping and project management systems
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Coordinate department activities with other City departments and agencies as required
- Use computer technology and applications in the performance of daily activities
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by a minimum of fifteen (15) units of technical or college-level coursework in horticulture, forestry, parks and recreation management, landscape design, engineering construction, architecture, or a related field

AND

Seven (7) years of increasingly responsible experience in parks and ground maintenance or operations, including at least four (4) years of supervisory experience.

GENERAL QUALIFICATIONS

License Requirements:

- A valid California Class C license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

- A Work Zone Traffic Control Safety Certificate issued by the International Municipal Signal Association (I.M.S.A.), or successful completion of the Traffic Control Technician-CA State Specific Training Course thru the American Traffic Safety Services Association is required within twelve (12) months of appointment.
- A Qualified Pesticide Applicator Certificate issued by the Department of Pesticide Regulation is desirable.
- A Playground Safety Certificate is desirable.

Physical Requirements:

The incumbent must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to work outdoors in all kinds of weather; the strength, stamina, and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; frequent walking over uneven terrain to identify problems or hazards; finger dexterity to access, enter, and retrieve data using a computer keyboard, calculator, tools, and equipment; ability to frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites; ability to lift, move, and carry materials and equipment weighing up to 50 pounds, and heavier weights with the use of proper equipment.

Working Conditions:

The incumbent works in the office and in the field, and is exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes; may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures; must be willing to work in the field, drive a vehicle, and be willing to work irregular hours including after-hours, holidays, and weekends, and be subject to “on-call” status 24 hours a day.

Adopted: February, 2017

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.