

1989

CITY OF WATSONVILLE

JOB TITLE: **Park Services Manager**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, direct, coordinate, and supervise the maintenance, construction, and development of City parks and to prepare the division's operations and capital improvements budgets. Employees in this classification receive minimal supervision within a framework of general guidelines. Employees in this classification direct, supervise, and formally evaluate the work of others. This job class exercises responsibility for the activities and operations of the Parks Division and for ensuring that needed personnel, materials, and equipment are available to meet park maintenance needs. This job class functions at a Division management level of classification and requires a thorough knowledge of parks maintenance methods, materials, and procedures.

TYPICAL DUTIES

- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City park system, tree program, and landscaped areas
- Prepares division budget
- Supervises and formally evaluates the work of park maintenance personnel
- Researches and evaluates park needs including staffing requirements, best use of vehicles and equipment, and utilization of personnel
- Purchases materials and equipment for park maintenance operations; contacts and coordinates with outside vendors and contractors for services and supplies
- Develops and directs maintenance programs for equipment and tools
- Inspects City park grounds, buildings, facilities, and related areas to assure proper appearance and/or to determine maintenance needs
- Enforces and ensures that division personnel comply with established safety regulations, procedures, and practices
- Maintains good relations with the public by responding to complaints and questions
- Coordinates park maintenance operations with other City departments/divisions
- Oversees the training of employees in safety and equipment operation
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- a valid and appropriate California Driver's license, including a safe driving record

Knowledge of :

- gardening methods
- park maintenance tools, equipment, and materials
- identification, characteristics, and environmental requirements of a variety of flowers, plants, shrubs, and trees
- tree planting, spraying, care, and trimming techniques
- plant, pest, and disease control and eradication
- designing, planning, developing specifications, and caring for landscaped areas
- long range planning of park facilities
- principles of budget preparation and expenditure control
- principles and techniques of supervision including staffing, employee development, and planning and organizing work

Ability to:

- direct, supervise, coordinate and formally evaluate the work of others
- develop specifications and effective recommendations for the expansion of park facilities and landscaped areas, and ensure the proper installation of contracted work
- conduct research and recommend appropriate uses of herbicides and pesticides
- prepare operating and capital improvement budgets and to control expenditures
- research and resolve public complaints
- effectively represent the Public Works Department
- prepare comprehensive and complete reports
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- Five years of increasingly responsible experience in park and landscape maintenance, including at least two years in a supervisory capacity.