

City of Watsonville

Job Description



JOB TITLE:	Park Maintenance Supervisor	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Assigned Supervisory or Management Personnel	
SUPERVISION:	Sr. Park Maintenance Worker; Park Maintenance Workers; Temporary Employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

To plan, schedule, coordinate and supervise the safe and proper maintenance, development and construction of City parks, recreation facilities, landscaped medians, greenbelts, urban forest, and public grounds; various City park maintenance and construction work programs; to assist in the preparation and administration of the parks division operational budget; and to assist in the development and planning of park facilities. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this classification direct, coordinate, supervise, and formally evaluate the work of others in a full supervisory capacity. This job class is responsible for the successful day-to-day operation of the City's park maintenance and construction activities and oversees multiple sections and programs.

DISTINGUISHING CHARACTERISTICS

This classification is the full supervisory level of the parks maintenance series. Incumbents regularly plan, supervise, and evaluate the work of assigned sections and programs, including ongoing maintenance and maintenance improvement projects. Employees in this classification require a thorough knowledge of parks maintenance, development, and construction methods, materials, equipment, and procedures along with the ability to plan and coordinate a number of simultaneous work activities. Successful performance requires the ability to develop work systems that elevate the level of maintenance in the city. Successful performance also requires the ability to manage park maintenance and construction projects effectively and within budget. This classification is distinguished from the next lower classification of *Sr. Park Maintenance Worker* in that the latter classification is the lead level, with responsibility for supervising one or more crews, and does not have the formal section and division responsibilities associated with the *Park Maintenance Supervisor* classification. This classification is distinguished from the next higher classification of *Park Services Manager* in that the latter classification is responsible for planning, organizing, directing and supervising operations, programs and activities of the entire Parks Division.

EXAMPLES OF ESSENTIAL DUTIES:

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

1. Leads and directs park operations and maintenance activities to ensure assigned areas are maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Plans and schedules work programs, projects and assignments in the maintenance, operation and construction of the City park system, recreational facilities, tree program, and landscaped areas; coordinates work activities between crews, with other City personnel, and with outside contractors; assists maintenance crews in order to sustain and enhance service levels as required.

- b. Maintains and supports a balance of effective maintenance and system improvements; assists in the evaluation of operations and implementation of forward thinking and customer-focused strategies.
 - c. Estimates, selects and orders the supplies, materials and parts used by workers; schedules equipment required;
 - d. Coordinates with outside vendors and contractors; procures labor, materials and equipment for park maintenance operations; supervises inventory; leads the equipment maintenance program; obtains and evaluates bids for contractor and vendor services; creates purchase orders; makes purchases; manages contracts
 - e. Maintains logs, timesheets, inventories and other records; prepares reports on projects, activities or issues as assigned; enters and organizes data in the computer using databases and MS Office programs.
2. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for those supervised employees.
 - a. Assists with hiring of new employees; develops and coordinates skill and safety training programs; formally supervises and evaluates the performance of workers; maintains discipline and productivity of crews.
 - b. Inspects City park grounds, buildings, facilities, and related areas to assure proper appearance and/or to determine maintenance needs in collaboration with others.
 - c. Actively listens and gathers feedback to consistently strengthen the quality and quantity of employee performance, teamwork, employee input, and the results being achieved.
3. Performs administrative duties to maximize safety; reduce risk; ensure compliance with applicable laws, regulations and policies; and ensure efficient use of organizational funds.
 - a. Assists in preparing the preliminary budget proposal for the division, develops time and material estimates and recommends major equipment purchases, park facility improvements, and operational changes; implements and controls the adopted budget.
 - b. Develops and directs pesticide spray program and integrated pest management program; trains and instructs employees in the proper usage and application of herbicides and pesticides.
 - c. Monitors operations and activities to ensure compliance with industrial safety regulations, performance and operation standards and other City policies and procedures.
 - d. Develops and directs maintenance programs for equipment and tools.
 - e. Obtains permits from appropriate government agencies for pest control, street operations and special projects.
4. Leads operations in a manner that results in high customer satisfaction levels.
 - a. Responds to questions and complaints from the public relating to division activities and explains city or Department policies; consults with crew leaders to resolve technical, operational or personnel problems.
 - b. May be called on during off-duty hours to assist with emergencies related to division activities.
 - c. Serves as an emergency disaster worker if a local emergency is declared.
5. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS (In addition to the Standards of the Sr. Park Maintenance Worker)

Knowledge of:

- Techniques, equipment, and materials used in parks development, construction, and maintenance
- Principles and practices of employee supervision, training, employee development, evaluation, and organizing and planning work
- Budget preparation, development, and monitoring

- Tools, techniques, procedures, principles and best practices of tree care, landscape and turf maintenance, irrigation management, toxic material handling, integrated pest management, construction safety, playground and facility inspection, building and equipment maintenance
- Interpreting information, symbols and markings used in engineered plans
- Basic computer programs such as Microsoft Word, Excel, email; filing systems and office equipment

Ability to:

- Develop as necessary, interpret, and apply policies and procedures, laws and regulations
- Direct, train, and formally evaluate the work of others
- Plan and schedule multiple construction and maintenance work programs
- Safely and effectively use and evaluate operation of equipment utilized in park maintenance and construction work
- Develop and monitor budget for assigned sections; control expenditures
- Perform arithmetic calculations around materials and labor
- Effectively communicate in both oral and written forms; prepare written reports
- Receive administrative direction and effectively carryout related projects in an independent manner
- Work long-shifts and/or occasionally irregular schedules to meet work demands
- Routinely adjust work activities to address requests made by management and/or the public
- Prioritize customer satisfaction and instill Departmental values in subordinate employees
- Establish and maintain diplomatic working relationships with those contacted in the performance of required duties; effectively represent the Department on official city business as assigned
- Resolve technical construction and maintenance problems as appropriate for the situation
- Prepare and maintain accurate paperwork such as records, order, surveys and reports
- Effectively enter and manipulate data on database and MS Office, MS Excel and other software
- Plan large maintenance projects and assist with construction administration and inspections
- Respond to department and local emergencies

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Drive, climb into and out of appropriate vehicles and construction equipment; and up and down stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area
- Perform physical labor such as lifting/pulling/pushing up to 50 pounds, bend, squat, twist, turn, stoop, reach over head to handle materials, equipment and pick up litter
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for up to eight hours in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers.

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 is:

- High School graduation or G.E.D.; and
- Four (4) years of increasingly responsible experience in park and landscape maintenance, including at least two years in a supervisory or lead capacity.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment
- Possession of a Qualified Applicator's Certificate or License (QAC / QAL) within one year of hire

OTHER REQUIREMENTS:

Must successfully complete a state mandated background investigation and drug screen at time of hire.

- Must be willing to work outdoors in various weather conditions.
- Must be willing to respond to emergencies outside of regular work hours.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of a valid California Commercial Class A or B Driver's License
- Possession of any professional certificates or licenses related to landscaping and irrigation, arboriculture, heavy equipment operation/maintenance, construction trades
- Possession of a Certified Playground Safety Inspector Credential