



Parks Supervisor

Summary

Plan, schedule, and supervise the maintenance and operation of the City's parks, landscaped and recreational areas.

Class Characteristics

General direction is provided by the Parks and Landscape Manager; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Participate in budget preparation and administration.

Assist in the development of plans and designs of new parks and landscape sites and changes to existing sites.

Review plans, drawings, and cost projections for public projects and direct the implementation of changes, and construction, for new and existing park, landscape sites, and facilities.

Plan, supervise, and direct the maintenance of parks, playground areas, park facilities and assigned landscaped medians, parkways and other miscellaneous landscapes.

Inspect damaged and diseased trees, shrubs, or turf to determine appropriate corrective action.

Respond to emergencies including fallen trees and parks maintenance problems; respond to citizen complaints and inquiries from the public.

Develop and maintain cooperative relationships with City staff, outside agencies and the public, including the organization and direction of volunteer work programs.

Attend meetings, including City Council, various boards and commissions, and neighborhood meetings.

Supervise the City's Integrated Pest Maintenance (IPM) program and the application of all pesticides throughout the City.

Prepare and supervise the maintenance of a variety of records and reports.

Provide overall direction, coordination, and workflow of subordinates.

Perform related duties as assigned.

Skills/Abilities

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Respond to common inquiries or complaints from citizens, regulatory agencies, or members of the public community.

Write speeches and staff reports that conform to prescribed style and format.

Effectively present information to top management, public groups, and/or City Council.

Work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions and must operate an automobile to attend various meetings and workshops. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of park management, horticulture, arboriculture, and landscaping.

Principles and practices of maintenance, construction, contract administration, landscape design and tree care.

Modern methods, materials, equipment and tools used in the construction and maintenance of parks and park facilities.

Plant and tree diseases and pests; approved integrated pest management methods.

Methods of landscape equipment maintenance and repair.

Current health, safety, and accessibility laws and standards.

Principles and practices of budget, purchasing, and personnel management.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelors degree with major work in a related field.

Experience:

Four years related experience. Course work in supervisory skills or demonstrated supervisory responsibility equivalent to 4 years.

Certificates/Licenses

Possession of a valid California Class C driver's license.

Possession of a valid Pest Control Advisors license (PCA) issued by the State of California, Department of Pesticide Regulation.

Arborist Certification from the International Society of Arboriculture is desirable.

Established: 07/10/00

Resolution #:

Revised: 06/30/06

Department: Parks and Recreation

FLSA Status: Exempt