



PARKS AND OPEN SPACE SUPERVISOR

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under general direction, this position is responsible to supervise, assign and review the work of staff providing maintenance to the City's parks, trees, landscaped areas, irrigation systems and open space areas. The Parks and Open Space Supervisor participates in the most complex work activities assigned.

Classification Characteristics:

This is an advanced journey level, first-line supervisory position that is expected to perform the full range of duties.

Essential Functions:

- Plan, prioritize, assign, mentor, supervise and review the work of maintenance staff involved in the City's parks and open space maintenance program ensuring that work is performed in a timely manner and in conformance with established policies, procedures and regulations.
- Provide day-to-day leadership and work with staff to ensure a high-performance, customer service-oriented work environment that supports achieving City objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment.
- Provide or coordinate detailed training in the areas of pesticides/herbicides, plant and tree identification, irrigation systems, landscape design, health and safety practices and other related areas.
- Oversee the work of crews engaged in mowing and maintaining parks; trimming and pruning trees and shrubs using power tools and a boom truck; repair irrigation systems; replanting and removing trees, shrubs and hedges; applying pesticides and herbicides and performing weed abatement of City-owned open space.
- Inspect and assess the maintenance needs of parks, special funding districts and related facilities; plan and schedule work as required; estimate labor, material and equipment requirements for projects and assigned work; requisition parts, tools, equipment and materials needed.
- Read blueprints and layout plans for installation, repair and construction projects; contact vendors and manufacturers in the resolution of difficult repair problems.
- Administer annual service contracts such as landscape maintenance; inspect the work of service providers to ensure compliance with contract requirements and provide direction and correction as needed.
- Estimate time, materials and equipment required for jobs; maintain records of parts and materials used; order materials as needed.

- Establish schedules and methods for providing parks and landscape maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Act as a technical resource for the City in areas of parks, trees, open space, and landscaping.
- Participate in the preparation of the annual operating budget for Parks and Open Space Maintenance; forecast funds needed for staffing, equipment, materials and supplies.
- Receive and investigate service requests; determine and ensure appropriate disposition.
- Respond to public inquiries and complaints relative to landscape, park and open space maintenance services.
- Maintain current on the status of new and pending regulatory legislation; recommend changes to current policies and procedures in order to comply with changes; ensure compliance with applicable Federal, State and local codes, laws, rules, regulations and ordinances.
- Respond to emergency situations as necessary.
- Supervises support staff; including hiring, training, evaluating, and working with employees to correct deficiencies.

Qualifications:

Knowledge of:

- Principles of supervision, training and performance evaluation.
- Methods, materials, tools and equipment used in the maintenance of trees, landscaped areas and weed abatement of City-owned open space.
- Methods of propagating, planting, cultivating, preparing soils, pruning and care of flowers, shrubs, lawns and trees.
- Proper use of fertilizers, pesticides and herbicide.
- Characteristics of irrigation systems, timers and controls.
- Characteristics of various types of turf.
- Principles and practices of drought tolerant landscaping.
- Comprehension of grading procedures as they relate to landscape design practices.
- Principles and practices of contract administration and evaluation.
- City purchasing and supply ordering policies and procedures.
- Principles and techniques of mediation and conflict resolution.
- Pertinent Federal, State and local laws, codes and regulations.
- Basic mathematical principles.
- Methods and techniques for recordkeeping and report preparation.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment.

Ability to:

- Organize, schedule, coordinate and supervise the work of others.
- Perform the most complex maintenance and operations duties.
- Read, interpret, retrieve and produce drawings, blueprints, maps and specifications.

- Organize and prioritize a variety of projects and multiple tasks, set priorities and meet critical deadlines.
- Assist in the development of improved work methods and procedures.
- Analyze problems, identify consequences and alternative solutions to make logical recommendations.
- Make sound independent decisions within established policies, procedural and legal guidelines.
- Principles of supervision, training and performance evaluation.
- Effectively mediate and resolve disputes.
- Communicate clearly and concisely, both orally and in writing.
- Present effective oral and written reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City officials and employees and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Four years of increasingly responsible experience in landscape maintenance work that includes one year of lead or supervisory experience.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training or coursework in landscape maintenance.

License or Certificate:

- Possession of a California Class C Driver's License.
- Pest Control Adviser (PCA) and Qualified Applicator License (QAL) issued by the California Department of Pesticide Regulation. **or**
- Qualified Applicator Certificate (QAC) issued by the California Department of Pesticide Regulation.
- Playground Safety Inspector Certificate desired.

Working Conditions:

Work in office and field environments including sustained posture in a seated position for prolonged periods of time; standing and moving around work area; some stooping, lifting and inspecting. May be exposed to inclement weather conditions. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required for normal office work and field inspection. The need to lift and carry up to 75 pounds is required. Drive motorized vehicles.