PARK MAINTENANCE SUPERVISOR

DEFINITION
Under general supervision, supervises staff engaged in the maintenance, repair, operation and safety of City parks, street medians and landscape irrigation systems.

TASKS
- Schedules, assigns, inspects and oversees work activities including: pool maintenance, grading, soil preparation, planting, mowing, edging, and sprinkler and controller maintenance and repair.
- Supervises staff engaged in the maintenance, repair, construction, operation and safety of City parks, street medians and landscape irrigation systems;
- Monitors and reviews progress, efficiency and quality of work activities;
- Recommends hiring, training and disciplinary action for assigned staff;
- Implements Divisional rules and procedures and conducts safety meetings;
- Prepares bid specifications for requisitions and solicits bids for contracted services;
- Recommends selection of bidders for purchase of services and materials;
- Prepares staffing, time and material estimates required for park maintenance-related projects.
- Confers with contractors and vendors in the completion of park maintenance services;
- Assists in the preparation of Division budget and staff reports;
- Coordinates work activities with other maintenance divisions;
- Maintains inventory of park maintenance equipment and supplies;
- Responds to emergency maintenance requests.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of park maintenance, repair, operation and safety methods and techniques, City’s budgeting and purchasing processes and procedures, and of occupational hazards and safety guidelines
- Skilled in supervising, delegating and evaluating work of staff, prioritizing and scheduling park maintenance activities following and providing oral and written instructions, and establishing and maintaining productive working relationships;
- Ability to effectively communicate verbally and in writing in English and to perform essential duties with minimum supervision
- Proficient in the use of a personal computer hardware and software

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing, bending and lifting up to 30 pounds. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, hazardous chemicals and infectious diseases.

QUALIFICATIONS
A high school diploma or equivalent, AND four (4) years experience in park maintenance, construction or horticulture including two (2) years at a senior or lead level OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Drivers License.