

**City of San Rafael
Job Class Specification**

Job Title: Parks Maintenance Supervisor

SUMMARY

Supervises and performs work in an assigned functional or geographical area of park maintenance, such as but not limited to, mowing, irrigation, pruning, planting, cleaning, improvement and repair of City parks, recreational areas, park buildings, street islands, swimming pools and related facilities. Work includes planning, setting priorities, assigning and reviewing the work of crewmembers.

DISTINGUISHING CHARACTERISTICS:

Parks Maintenance Supervisor is a first full supervisory level with on-going responsibility for a functional or geographical area of park maintenance. This classification is distinguished from the Parks Maintenance Worker III in that the III acts as a leadworker only on assigned jobs, whereas this class has on-going responsibility for permanently assigned employees maintaining assigned areas. This class is distinguished from the Parks Superintendent, which has general supervisory responsibility for several Parks Maintenance Supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Identifies and records major project work needed and discuss needs and priorities with supervisor so annual project and program schedules can be developed.
- Plans, lays out, estimates and arranges materials, crew, and equipment required for jobs.
- Establishes short-term work schedules, and assigns work to leadworkers and groundworkers.
- Performs the full scope of groundskeeping duties.
- Inspects assigned areas and completed work to assess need for follow up, identify horticultural problems, and determine proper courses of action.
- Maintains records of work performed, hours and materials used, horticultural care of particular areas, pesticide use, and project tracking.
- Conducts preliminary performance appraisals and discusses need for performance improvement with employees.
- Participates in formal appraisal and disciplinary discussions.
- Monitors stock of supplies and materials, and notifies supervisor of order needs.
- Purchases approved parts and materials under standing purchase orders, and initiates purchase orders for non-stock items.
- Assists in emergency maintenance and repair of Public Works facilities including work in other sections of the Department.
- Performs related duties as required.

KNOWLEDGE OF:

- Techniques of lead supervision.
- Irrigation, nutrient, light pruning and other needs and characteristics of a wide variety of plant and tree species.
- Insects, molds, and related diseases and parasites of plants and trees and their control.
- Methods, materials, tools and equipment used in grounds keeping and gardening.
- Uses, precautions, record keeping and reporting, and disposal of insecticides and herbicides.
- Uses and operation of a wide variety of hand and power tools and equipment used in grounds keeping.
- Safe working practices.

ABILITY TO:

- Provide lead supervision.
- Establish and maintain effective working relationships with others.
- Plan and schedule work, estimating material, equipment, and staff time required for recurring tasks, annual programs and project work.

- Identify plant species, diseases, parasites, and insect infestations.
- Establish and correct pruning, irrigation, nutrient, and light requirements for plants and trees.
- Operate and perform operator maintenance of, hand and power tools.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent, supplemented by education or training in landscape maintenance, horticulture, and use of fertilizers and pesticides. Five years of responsible experience in landscape maintenance, including one year in a lead or supervisory capacity.

Must possess a valid California driver's license and have a satisfactory driving record. Must possess a pesticide applicators license issued by the State of California. Must be willing to work in unpleasant and potentially hazardous conditions; and work overtime and be subject to call out for Public Works emergencies. May be required to obtain a valid California Class I driver's license to operate heavy equipment.

PHYSICAL DEMANDS:

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near video display. The employee is frequently exposed to moving mechanical parts and outside weather conditions and frequently works in indoor conditions. The noise level in the work environment is usually moderate.

Hazards: Hazards are moderate, fairly predictable and protected against.

FLSA Status: Nonexempt
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