



Parks Maintenance Crew Supervisor

Summary

Plan, assign, schedule, and supervise the work of crews engaged in the day-to-day gardening and grounds maintenance work for parks and landscaped and recreational areas.

Class Characteristics

Direction is provided by a higher-level manager; responsibilities include the direct supervision of support staff.

This class is the crew supervisor level in parks maintenance work. The incumbent plans, schedules, and assigns the work of crews and provides technical assistance as necessary. This class is distinguished from Parks and Facilities Maintenance Manager, which has division level responsibility for the parks maintenance program.

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:

Plan, schedule, assign, and supervise the work of crews engaged in the City's landscape and park maintenance program for parks, recreational areas, and similar areas.

Assist supervisory staff in conducting performance evaluations.

Assist in the implementation of goals, policies, procedures, and work standards for the section; assist in staff training and development; estimate staff, equipment, and materials required for projected activities.

Provide technical assistance to staff; inspect work being performed; identify problem areas and direct remedial actions to be taken; recommend disciplinary action as required; resolve a variety of routine personnel administrative matters.

Direct the maintenance of the City pool.

Direct the application of all pesticides throughout the City.

Prepare and/or review and maintain a variety of written reports and records.

Ensure that landscaping activities are carried out in a safe manner.

Requisition necessary plants, supplies, materials, and equipment to ensure an adequate inventory.

Review plans and specifications for contract work and inspect work performed to determine compliance to standards; contact contractors as necessary.

Review and update written maintenance instructions and schedules.

Ensure that complaints are handled promptly and effectively to maintain good public relations.

Coordinate parks maintenance activities with other City departments, contractors, and outside agencies.

Confer with other lead or supervisory personnel to coordinate work activities involving other departments.

Consult with management in the coordination and assignment of workloads.

Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Ensure safe work practices and procedures are followed and enforce safety precautions.

Keep records of work performed.

Perform maintenance work as required.

Perform related duties as assigned.

Skills/Abilities:

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Plan, assign, direct, and review the work of others.

Assist in selecting staff; train in work procedures.

Analyze landscape problems, evaluate alternatives, and recommend or adopt an effective course of action.

Prepare clear and concise reports, correspondence, and other written materials.

Exercise independent judgment and initiative within general guidelines.

Perform skilled park and landscape maintenance work.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally 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 is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 90 pounds. While performing the duties of this job the employee is occasionally exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment may be moderate to loud depending on working conditions.

Qualifications

Knowledge of:

Theories, principles, methods, materials, and equipment used in landscape cultivation and park maintenance.

Supervisory principles and practices, including employee training.

Principles and practices of budget development and administration.

Safety practices and procedures relating to the work.

Recordkeeping methods related to the work.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

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:

Equivalent to graduation from high school. An Associate's degree in horticulture or a related field is desirable.

Experience:

Three years of journey level experience in parks and landscape maintenance at a level equivalent to the City's Parks Maintenance Worker II class. Lead and/or supervisory experience is desirable.

Certifications/Licenses:

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

Possession of a valid Class B Pesticide Applicator's license is desirable.

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