

PARKS AND OPEN SPACE SUPERINTENDENT

DEFINITION

To plan, organize and direct Parks & Open Space section activities within the Parks, Recreation & Libraries Department, including park operations and maintenance, open space, urban forestry, and golf course maintenance; to coordinate section activities with other divisions and departments; and to provide highly responsible technical support to the Parks Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a higher-level manager.

Exercises direct supervision over supervisory, technical, maintenance, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

All Functional Areas:

Recommend and implement section goals and objectives; establish performance standards and methods for a variety of parks and open space, urban forestry and natural resource maintenance and operations activities; develop and implement policies and procedures.

Evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures; monitor and control expenditures.

Implement an assets management system, including long range forecasting for routine maintenance, replacement, and Capital Improvement Projects.

Oversee and manage Community Facility Districts (CFD) and Lighting & Landscape Districts (LLD), including maintenance, budget tracking and long-range planning.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures.

Prepare requests for proposals, contracts and service agreements including specification preparation; negotiate and administer contracts and oversee projects from inception to completion; inspect the work of contractors to ensure City standards are met.

Parks & Open Space Superintendent

- 2 -

Plan, develop and oversee a variety of parks and open space maintenance and renovation activities, the development and implementation of joint use agreements, and the oversight of contractors.

Research and monitor legislation affecting parks, open space and urban forestry development and operations; research a variety of available grants.

Manage and coordinate volunteer activities.

Research and prepare technical and administrative reports; prepare written correspondence.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

Parks Functional Area:

Coordinate with Park Development in the planning of projects and renovations, including plan review and the development of construction standards.

Oversee the maintenance of City parks and related facilities, including maintenance of aquatics facilities, sports fields and courts, golf courses and grounds/gardening/landscaping activities.

Open Space Functional Area:

Implement the City's Open Space Management Plan; manage open space areas and nature preserves in accordance with various regulatory agency requirements; serve as designated Preserve Manager; monitor reports and contracts to ensure compliance.

Manage unsheltered clean-up program.

Manage multi-use trails within or connected to the open space.

Implement the City's Urban Forestry Master Plan and oversee urban forestry development and streambed maintenance programs; manage various natural resource mitigation activities and related funds; participate in developing a regional approach to natural resource preservation, including eradication of invasive plants and other species.

MINIMUM QUALIFICATIONS

Knowledge of:

All Functional Areas:

Pertinent local, State, Federal rules, regulations, and laws.

Modern office procedures, methods, and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of budget development, implementation, and monitoring.

Principles and practices of supervision, training, and performance evaluation.

Principles and practices of negotiation and building partnerships.

Principles and practices of work safety.

Parks Functional Area:

Principles and practices of park and tree maintenance and operations.

Open Space Functional Area:

Principles and practices of natural resource management and urban forestry related to reforestation, wetland, vernal pools, riparian areas, oak woodlands, especially as related to open space and urban forestry planning and preservation.

Ability to:

All Functional Areas:

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk while studying or preparing reports; intermittently twist to reach equipment or materials; stand, walk, stoop, kneel, climb, and bend while performing work in the field; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Manage projects involving multiple City departments and public agencies.

Supervise, train, and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

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

Parks Functional Area:

Organize, implement, and direct a variety of park maintenance, operations, and activities.

Open Space Functional Area:

Organize, implement, and direct a variety of open space operations and activities.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible professional experience in the management and maintenance of parks and facilities, natural resources, and open space, including two years of supervisory experience

AND

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably with course work in parks administration, business administration, natural resources, agronomics, horticulture, forestry, or a related field. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Parks & Open Space Superintendent

- 5 -

02-10-24	Updates
08-08-14	
08-25-12	Parks Superintendent
06-01-98	
06-24-97	Parks and Recreation Manager