

PARKS AND OPEN SPACE SUPERVISOR

DEFINITION

To plan, organize, direct, and supervise parks and open space activities including park operations and maintenance, open space, urban forestry, and golf course maintenance; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a higher-level manager.

Exercises direct supervision over maintenance, technical and support staff.

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

All Functional Areas:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for parks maintenance, open space, and natural resource preservation; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff and contractors involved in parks maintenance activities.

Evaluate operations and activities of assigned responsibilities; recommend 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.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Participate in the preparation of requests for proposals, contracts and service agreements including specification preparation; negotiate and administer contracts and oversee projects from inception to completion.

Monitor and inspect the work of various contractors and vendors; develop specifications for contracted work and obtain and participate in evaluating bids.

Determine and plan for temporary part-time hiring needs.

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.

Supervise and implement Community Facility Districts (CFD) and Lighting & Landscape Districts (LLD) maintenance programs.

Coordinate and implement volunteer activities.

Perform related duties as assigned.

**Parks Functional Area:**

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

Oversee maintenance and repair of parks buildings/facilities, park assets, sports fields, and playgrounds; supervise construction and renovation projects involving cement, carpentry, electrical, plumbing and painting work.

**Open Space Functional Area:**

Plan, prioritize, assign, supervise and review the work of staff involved in open space and natural resource activities.

Oversee maintenance and restoration of creeks, trails, open space and preserve areas, trees, and vegetation management.

Implement unsheltered clean-up program.

**MINIMUM QUALIFICATIONS**

Knowledge of:

All Functional Areas:

Principles of supervision, training, and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

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

Parks Functional Area:

Principles and practices of parks grounds maintenance, including turf care and irrigation systems.

Equipment, tools, and materials used in basic construction and repair methods as related to carpentry, electrical, and plumbing.

Open Space Functional Area:

Principles and practices of natural resource management, related to wetland, vernal pools, riparian areas, oak woodlands, especially as related to open space 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 for long periods of time. Intermittently walk, bend, stoop, or twist to inspect maintenance work; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

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 parks maintenance operations.

Open Space Functional Area:

Organize, implement, and direct open space operations and activities.

Experience and Training

Experience:

Three years of increasingly responsible experience in parks or grounds maintenance operations, or natural resource and/or open space management, including one year of lead responsibility.

AND

Training:

An Associate 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, 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.

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| 02-10-24 | Updates          |
| 04-29-19 |                  |
| 08-08-14 |                  |
| 01-28-12 | Parks Supervisor |