

## CITY OF COVINA

### PARK MAINTENANCE SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, supervises, coordinates, directs and evaluates the work of staff involved in parks maintenance, facility maintenance, and facility custodial activities; evaluates needs and resources of park services; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include inspection sheets and work orders; coordinates volunteer programs; develops and monitors the Park Maintenance Division budget; manages maintenance contracts; ensures quality of services and safe work practices; maintains appropriate work records; serves as a technical resource for assigned personnel; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Park Maintenance Supervisor** is the supervisory level classification responsible for overseeing the Parks Maintenance Division of the Parks and Recreation Department. The incumbent is responsible for planning and scheduling staff assignments and monitoring work production. The incumbent provides ongoing monitoring of service delivery and manages several maintenance contracts. This classification is distinguished from the next higher classification of Director of Parks and Recreation in that the latter has overall administrative responsibility for the Parks and Recreation Department.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Director of Parks and Recreation. Exercises direct and indirect supervision over assigned staff and volunteers.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the maintenance and repair parks and facilities; implements safety programs and ensures safe work practices, work quality and accuracy.
- Oversees and monitors maintenance work and activities provided by outside contractors, including Landscape, Tree, Pest Control, Janitorial, and Surfacing contracts.
- Participates in the development and implementation of goals, objectives, policies, and procedures; evaluates work methods and procedures for improving Division performance and meeting goals; ensures that goals are achieved; forecasts the needs and resources of the Park Maintenance Division; assists in assessing current and long-range goals and objectives.
- Participates in the selection and training of Park Maintenance personnel; assumes responsibility for

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motivating and evaluating assigned personnel; provides or arranges for necessary training; initiates discipline procedures as is appropriate.

- Develops and monitors schedules, methods and procedures for performing assigned duties; conducts daily inspections of parks; reviews inspection sheets on a weekly basis for the play grounds, hockey rinks and nature trails; monitors work activities to ensure safe work practices, work quality and customer service; ensures compliance with applicable rules, policies and procedures; maintains appropriate work records and documents.
- Participates in the development of the Park Maintenance Division budget; prepares reports; monitors Division budget on a weekly basis; oversees and maintains the inventory, maintenance and operating condition of departmental tools, equipment and supplies; requisitions and orders needed materials, parts and equipment.
- Evaluates and recommends work projects and activities; estimates time, materials and equipment necessary for successful completion of work; identifies and reviews resource needs with appropriate management staff; allocates resources accordingly.
- Supervises and participates in Park Maintenance activities; inspects parks and facilities to identify maintenance needs.
- Plans, organizes and implements volunteer projects with the Eagle Scouts and other organizations.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to mechanical hazards. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and

abilities necessary for a **Park Maintenance Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible supervisory experience in parks or facilities maintenance, and a bachelor's degree with major course work in landscape architecture, horticulture, park administration, public administration, recreation, or a related field.

**License/Certificate:**

Possession of, or ability to obtain, a Class C California driver's license, and a Category B Ornamental and Turf, State of California, Department of Food and Agriculture, Qualified Commercial Applicator's Certificate. An arborist or tree worker certificate, from the International Society of Arboriculture (ISA), is highly desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles and practices of parks and facilities maintenance and repair; operational characteristics of specialized construction, landscaping and maintenance tools and equipment; propagating, planting, cultivating, pruning and care of flowers shrubs, lawns and trees; methods of preparing soils for planting; the proper use of fertilizers, pesticides, and herbicides; characteristics of irrigation systems, timers and controls; principles and practices of project development and cost estimating; principles and practices of budget development and administration; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including SB 198 laws, playground regulations, OSHA standards, Material Safety Data Sheets (MSDS); methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

**Ability to:**

Supervise and direct the operations and activities of the Park Maintenance Division in the Parks and Recreation Department; plan, organize and direct the work of subordinate staff; safely operate a variety of tools and equipment used in maintenance and repair; estimate time and materials for completion of projects; coordinate and conduct training programs for staff; respond to issues and concerns from the community; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of maintenance equipment, tools and materials; operate an office computer and a variety of software applications.