

CITY OF MADERA
PARKS 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, plans, coordinates, assigns, participates in, directs and supervises the day-to-day operation and maintenance of the City's parks and recreation facilities and landscape areas; assists in the training of lower level Parks positions; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Parks Supervisor** is the supervisory level class in the Parks and Community Services Department responsible for maintaining the quality and appearance of the parks, street medians, recreation fields, landscaped areas and related restroom and other facilities. Incumbents perform skilled work in the construction, maintenance and repair of parks, landscape and facilities. This classification is distinguished from the next lower classification of Parks Lead Worker by the difficulty and complexity of assignments, and the performance of supervisory responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Parks Manager or Park Planning Manager. Exercises direct supervision over assigned staff, volunteers and training program participants.

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

- Supervises, oversees, reviews and performs the work of staff responsible for maintenance, repair and construction of parks, recreation fields, landscaped areas, medians and related facilities; develops and implements crew assignments; applies or supervises the application of herbicides and pesticides; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities; supervises the operation and routine maintenance of parks equipment and/or machinery including trucks, mowers, power tools and equipment.
- Plans, coordinates, assigns, participates in, directs and supervises the day-to-day work activities of parks maintenance staff and crews performing manual, semi-skilled and skilled work in the maintenance, inspection, repair, installation, and construction of the City's parks and recreation facilities.
- Plans, schedules, assigns and evaluates parks maintenance staff and crew performance; supervises and provides training to staff and crew members; takes

disciplinary action where required; ensures adherence to policies, procedures, rules, regulations, work methods and safety practices; ensures compliance with local, state and federal statutes, rules and regulations.

- Identifies park and recreation facility deficiencies through routine inspection and staff communication; assesses effective remedial methods for a variety of operational problems; compiles and collects data to select, define and analyze improvement opportunities and strategies.
- Plans and executes preventive maintenance programs and measures designed to prevent service interruption and protect capital investment.
- Responds to questions and concerns from the general public, park users and recreation staff; ensures timely response and investigation of all customer complaints and prompt correction of faulty conditions; responsible for appropriate emergency operations and repairs.
- Coordinates division activities with other City divisions, departments and public agencies.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; prepares drawings and sketches; estimates time, materials and equipment necessary for the successful completion of projects; acquires necessary resources as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Routinely records and reports work activities; develops recommendations for purchasing equipment appropriate to the parks and recreation system; estimates materials and equipment needs; maintains records of work time, material usage and work performed; develops recommendations for staffing modifications and improvements to the parks and recreation division.
- Prepares or directs the preparation of necessary reports, logs, memoranda, correspondence and other data.
- Assists and participates in goal setting, budgeting, strategic planning and organizational development for the division; may identify barriers to goal achievement, recommend and implement solutions.

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 herbicides, pesticides, cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to electrical and mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, and drive motorized vehicles.

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 **Parks Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible parks and landscape maintenance experience, including at least one year in a lead or supervisor capacity, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and possession of a California Applicators Certificate for herbicides and pesticides.

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

Knowledge of:

Practices, techniques and materials used in maintenance, construction and repair of parks, recreation fields, street medians and facilities; principles and practices of propagating and maintaining trees, shrubs, flowers and turf; methods and techniques of irrigation system installation, maintenance, repair and timing; methods and techniques of supervision, training and motivation; principles and practices of progressive discipline; principles and practices of project design and cost estimating; applicable federal, state and local laws, codes and regulations; basic principles of mathematics and record keeping; occupational hazards and standard safety procedures.

Ability to:

Select and supervise subordinate staff; supervise and direct the operations and activities of a Parks & Community Services division; analyze a complex issue and develop and implement an appropriate response; prepare and administer a division budget; analyze and evaluate new and existing service delivery methods and standard operating procedures; supervise and perform inspection, maintenance, repair and installation of park and recreation facilities; perform heavy manual labor; drive and operate trucks and landscape maintenance equipment; observe safety principles and work in a safe manner; follow written and oral directions; communicate clearly and concisely, both orally and in writing. Ability to complete reports, correspondence, etc. using a computer and

applicable software. Establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of landscape maintenance equipment, tools and materials. Operate modern office equipment, including computers, photocopiers, and facsimile machines.

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