

PARK MAINTENANCE SUPERVISOR

DEFINITION

Under direction, supervises the performance of park maintenance staff; plans and coordinates resources required for park maintenance; ensures that park maintenance staff receive proper safety training and adhere to established safe work practices; conducts park needs assessment; administers contracts; inspects work; and performs related work as assigned.

DISTINGUISHING FEATURES

This class is distinguished from the Park Maintenance Foreperson in that the latter is primarily responsible for leading multiple maintenance crews, providing technical supervision, and performing complex park maintenance work. This class is also distinguished from the higher-level higher-level Park Manager, which is responsible for directing and managing the operations of the Parks division.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Perform technical park maintenance, including pesticide use, landscape planning, and irrigation system design and upkeep.
2. Oversee maintenance and inspections of sports fields, turf, and facilities to ensure safety and optimal conditions.
3. Manage a range of maintenance tasks such as fencing, concrete, asphalt, electrical work, building maintenance, and boat ramp upkeep.
4. Provide customer service by overseeing facility rentals, special events, picnic areas, and responding to public inquiries.
5. Support homeless outreach efforts in parks, coordinating with community resources as needed.
6. Supervise and manage park staff, including assigning work, monitoring performance, and developing goals, policies, and work standards.
7. Conduct staff evaluations, provide development opportunities, manage disciplinary actions, and oversee staff scheduling for regular and special event needs.
8. Coordinate and deliver training programs for skills development, safety standards, work order management, and new hire onboarding.
9. Promote teamwork and provide constructive feedback to support a unified and effective team environment.
10. Plan and allocate resources for park maintenance, including managing fleet, inventory, and procurement of supplies.
11. Inspect contractor work for safety and compliance, oversee project budgets of up to \$25,000, and review landscape and irrigation plans.
12. Respond to public requests and address citizen complaints about park conditions, facilities, and public restrooms.
13. Ensure compliance with safety regulations, including Illness and Injury Prevention Program (IIPP) and Occupational Safety and Health Administration (OSHA) standards, and train staff on safety protocols and specialized tasks.
14. Identify and report safety hazards, manage emergency responses, and address hazardous conditions in public spaces.
15. Conduct regular inspections of park areas, restrooms, and facilities to identify and address maintenance and safety needs.
16. Oversee deferred maintenance, tree planting, playgrounds, docks, security measures, and signage in parks.
17. Coordinate with City departments for maintenance projects and respond to park-related issues.
18. Administer contracts, monitor vendor and contractor performance, and manage budgets, grants, and special assessments.

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19. Prepare budget recommendations, monitor expenditures, and complete necessary staff reports.
20. Maintain records, manage geographic information systems (GIS) data for park mapping, and oversee policy and procedural development.
4. Manage volunteer programs and coordinate with external agencies such as but limited to East Bay Regional Park District, Department of Pesticides, and County of Alameda. Perform duties related to the supervision and performance management of staff such as: determine staff work assignments and monitor work performance; develop and implement goals, objectives, policies, procedures and work standards for park maintenance staff; evaluate staff performance, provide opportunities for staff development; counsel staff, participate in the progressive disciplinary process, and effectively recommend disciplinary action; and assist in the selection and promotion of park maintenance staff.
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Other Duties

22. May serve as acting Park Manager when needed.
23. Perform related duties and responsibilities as required.
1. Perform duties related to resource planning and coordination such as: determine resource estimates of the staff, equipment, and materials required for park maintenance activities; monitor progress and inspect the work of contractors to ensure that work is done safely and according to specifications; conduct inventory checks, monitor inventory levels, and requisition supplies and equipment; and respond to emergencies as requested, including coordinating with other responders, utilizing resources to resolve issues and ensure the safety of the community.
2. Perform duties related to safety and training such as: ensure compliance with safety regulations included in the City's Illness and Injury Prevention Program (IIPP), OSHA, etc.; train employees on operational efficiency and standards of work, including safe work practices; and corrects and reports safety concerns to the Parks Manager.
3. Perform duties related to assessment of park needs such as: regularly inspect park areas for safety and repair needs; recommend and oversee corrective actions; answer questions and provide information to the public; investigate complaints and recommend actions as necessary to resolve complaints; and participate in long term planning to assess future park maintenance needs.
4. Perform administrative duties such as: administer contracts and monitor contractor performance; submit budget recommendations; and monitor and control expenditures.
5. Perform park maintenance duties that require expertise such as: make decisions regarding the use of pesticides; design and plan landscaping and irrigation systems and direct their implementation; and on occasion, may need to perform work related to park maintenance including operating equipment, operating power tools, and performing manual labor.

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WORKING CONDITIONS

- Indoor office or station environment, and outdoor environment while performing fieldwork. Outdoor work may be performed in close proximity to open trenches and heights associated with playground equipment or structures, tree work, or other related park maintenance.
- Frequent exposure to wet or humid conditions; extreme cold or extreme heat.
- Frequent exposure to fumes or airborne particles, toxic or caustic chemicals, and vibration.
- Travel by City vehicle within City limits to City work sites, locations, and meetings to conduct work.
- Noise level is moderate, ambient office sounds such as speaking, working office equipment, and software when conducting duties in office of station environment. Can be loud noises due to hazards, and/or field situation.
- May interact with upset staff and/or private and public representatives in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, standard office equipment, hand tools, and power tools.

- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Sitting or standing for extended periods of time.
- Reach with hands and arms; climb or balance; stoop, crouch, squat, crawl, walk; twist and bend from the waist; lift, pull, push up to 50 lbs.
- Fieldwork may involve mobility on uneven terrain, and climbing, scaling, or descending trenches, obstacles, and/or structures to identify problems or hazards.
- Hearing and speaking to exchange information and communicate in person and by telephone.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. College coursework or specialized training in horticulture, landscaping, park management, or a related field is desired.

Experience: Progressively responsible semi-skilled and skilled park maintenance experience which includes two years of lead work experience equivalent to a Park Maintenance Foreperson (park maintenance crew lead).

Knowledge

Principles and practices of supervision, including work planning, review and evaluation, progressive discipline, team and individual professional development, and the training of staff in work procedures; applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to park maintenance operations; methods of estimating time, cost, and equipment necessary for park maintenance projects; principles and practices of contract administration and evaluation; purchasing procedures, forms, and techniques; basic principles and practices of budget development and monitoring; safety principles, practices, procedures, and equipment related to park maintenance work; methods, practices, tools, and equipment used in the maintenance of City parks, grounds, open spaces, associated facilities, and athletic fields; operation and minor maintenance of hand and power tools, vehicles, and light to heavy power equipment; equipment and tools used in irrigation installation and maintenance; maintenance and care requirements of lawns, shrubs, trees, and flowers, including watering, fertilization, and weed abatement techniques; pesticides, herbicides, insecticides, fungicides, and fertilizers and their safe application; occupational hazards and safety equipment and practices related to the work, including handling of hazardous chemicals; safe driving rules and practices; job related arithmetic; and modern office practices, methods, computer equipment, and applicable software applications.

Ability

Supervise, train, and evaluate assigned staff; monitor and evaluate the work of contractors; promote team work, provide constructive feedback, and develop/maintain a sense of team unity; develop and implement goals, objectives, practices, policies procedures and work standards; organize and prioritize a variety of projects and tasks in an effective and timely manner, organize own work set priorities and meet critical time deadlines; read, interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations; research, analyze and evaluate new service delivery methods procedures and techniques; develop cost estimates for supplies and equipment; assist in the development and monitoring of an assigned budget; maintain accurate and up to date records; perform complex maintenance and operations duties and operate related equipment safely and effectively; prepare clear and concise reports correspondence procedures another written materials; establish and maintain a variety of manual and computerized files, record keeping and project management systems; read and interpret blueprints, maps, and specifications; operate modern office equipment including computer equipment and applicable software programs; communicate effectively in person, over the telephone, and in writing; use tact, initiative, prudence, and independent judgment; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; obtain and maintain California Class C driver's license; and perform work requiring physical strength and agility in a variety of weather conditions.

Special Requirements

Willingness and/or ability to respond to after-hours emergency calls and to work nights, holidays and weekends as required. Willingness and ability to work in inclement weather.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

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Possession of a State of California Qualified Applicator Certificate is required within one year of appointment.

Possession of a Bay Friendly Landscape Qualified Professional Certification is required within two years of appointment.

The following certifications are desirable and may be required depending on the needs of the department: Certified Irrigation Technician (Irrigation Association), Qualified Water Efficient Landscaper (QWEL) and National Certified Playground Safety Inspector (CPSI).