City of Woodland

PARK SUPERVISOR

DEFINITION

To plan, schedule, evaluate, supervise and participate in the maintenance, repair, and construction of landscaped areas, parks, cemetery, pools**,** recreational facilities, and park and cemetery buildings.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by a higher level staff member. Responsibilities include direct and indirect supervision of assigned lower level personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Inspect landscaped areas, cemetery, recreation facilities, pools, parks, and park and cemetery buildings to identify repair needs, recommend corrective action, resolve work problems, evaluate work progress and identify additional needs. Evaluate work requests and schedule materials, equipment and personnel to complete the job assignment; prepares project timelines. Instruct subordinates in work techniques, use of equipment, and safety precautions and requirements, including CAL-OSHA requirements; supervise proper handling, storage, use and disposal of pesticides. Supervise, train, and evaluate. Drive vehicles and equipment as required. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Supervise the maintenance, design, installation and repair of irrigation and sprinkler systems, landscaped areas, swimming pool requirements and recreation areas. Investigate and respond to citizen inquiries and complaints regarding landscape issues, requests for information, and work performed. Inspect work of private contractors engaged in park maintenance work for the City. Maintain schedules of park facility uses. Assist in the enforcement of City ordinances governing the safe and proper use of park and recreational facilities. Prepare requisitions for materials, equipment and supplies; make recommendation on the purchase and specifications for major capital equipment. Prepare and maintain a variety of records and reports on materials, equipment, service calls and personnel. Assist and monitor budget for review; prepare cost estimates for work to be performed; submit justification for equipment; monitor budget expenditures.
Attend meetings and provide staff information to higher level staff members, including the Parks and Recreation Commission as required; recommend goals and objectives. If

applicable, assist in planning and supervising all cemetery operations including the opening and closing of graves and crypts, preparation of grave markers, and establishment and maintenance of necessary billing procedures. Serve as Acting Park Superintendent as assigned. Work cooperatively with others, including other City departments and outside agencies as necessary. Meet all Standby Program requirements, take standby duty, work any shift including weekends and holidays. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principle and practices of parks and grounds maintenance. Principles and practices of occupational hazard and safety precaution management, including the use of restricted pesticides for pre-emergent sterilization and growth control. Safe handling and use of pesticides and/or other chemical products, including applicable laws and regulations. Modern methods, materials, equipment, and tools used in the planting, cultivating, propagating, fertilizing, and trimming of trees, shrubs, flowers, and lawns. Pertinent local, state and federal rules, regulations and laws, including CALL-OSHA. Principles of budgeting, supervision, training, discipline, and performance evaluation. Modern office procedures and computer equipment. Methods of estimating time, materials and equipment needed to perform assigned work. Basic construction and repair methods, including carpentry, pipe fitting, painting and cement work; maintenance and repair of light power equipment.

Skill to:

Direct semi-skilled and skilled maintenance, construction and repair work in the area of work assigned. Perform a variety of skilled tasks in park/cemetery and pool maintenance activity, and operate a wide variety of power equipment utilized in these functions. Communicate clearly and concisely, both orally and in writing. Learn cemetery practices and procedures. Plan, assign, supervise, discipline and evaluate the work of subordinates. Maintain proper records and prepare accurate reports. Read and interpret construction and cemetery plans and specifications. Prepare and develop cost estimates and budget figures. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Develop and conduct effective training and safety programs. Interpret and apply City and department policies, procedures, rules and regulation. Gather data and prepare reports related to public inquiries and requests, personnel matters, state mandated requirements and other landscape and tree related matters; maintain accurate and concise reports. Meet the physical requirements necessary to safely and effectively perform assigned duties.

Minimum Education and Experience:

Education:
High School diploma or equivalent supplemented by course work from an accredited college or university in horticulture and grounds maintenance or closely related field.

Experience:
Four years of increasingly responsible experience in park or ground maintenance including lead work/supervisory experience.

License and Certificate:
Required upon hire, possession of a valid California Driver's License. Possession of a State of California Qualified Applicator Certificate, Category B, is required prior to permanent appointment.

Council Action: 9/6/2005