

FACILITY/PARKS MAINTENANCE SUPERVISOR

DEFINITION

Under administrative supervision, plans, organizes, manages, and provides direction and oversight for staff and contract employees responsible for providing parks and facilities maintenance including sports fields and city-owned buildings; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Works Director. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over maintenance support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a management classification that oversees, directs, and participates in maintenance activities of the Public Works Department, including identifying maintenance problems, establishing schedules and methods for providing parks/facilities maintenance. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. Successful performance of the work requires a professional background as well as skill in coordinating departmental work. This class is further distinguished from the Public Works Director in that the latter has overall responsibility for all functions of the Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full supervisory responsibility for parks and trails /facilities maintenance.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- The Parks & Trails Maintenance Supervisor will plan, prioritize, assign, supervise, and review the work of staff/contractors responsible for providing parks and facilities maintenance services including irrigation, pesticide and weed abatement, tree planting and trimming, playground safety inspection and repair.
- The Facilities Maintenance Supervisor will plan, prioritize, assign, supervise, and review the work of staff/contractors responsible for providing building maintenance services including janitorial, HVAC, elevator maintenance, and construction supervision.
- Prepare time, material, and equipment estimates for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and

established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.

- Participate in the selection of park maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies.
- Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, equipment, and vehicles.
- Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.
- Inspect facilities and parks for safety hazards or maintenance needs; keep and maintain safety records for the parks, sports fields, trails / buildings.
- Collect estimates; contract, supervise, and authorize payment for outside contractors for special projects.
- Work with community groups to coordinate special events using City facilities.
- Work with community garden clubs to ensure the City's obligation in shared gardening areas is achieved.
- Participate in the preparation and administration of maintenance budgets; submit budget recommendations; prepare and submit requisitions for supplies, materials, and parts; monitor expenditures and inventory.
- Respond to and resolve inquiries and complaints.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff/contract workers.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Operations, services, and activities of a comprehensive parks / facilities maintenance and construction program.
- Operational characteristics maintenance and construction materials, equipment, and tools.
- Occupational hazards and standard safety precautions necessary in the area of park/facilities maintenance work.
- Modern and complex principles and practices of maintenance, repair, and construction.
- Principles and practices used in the operation, repair, and maintenance of electrical systems, plumbing, and irrigation systems.
- Types and level of maintenance and repair activities generally performed at assigned parks and facilities.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a high school diploma and five (5) years of responsible parks/facilities maintenance experience including some lead supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification must possess the ability to sit, stand, walk, twist, and lift up to 75 lbs. with proper equipment; exposure to heat, noise, outdoors, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, and/or weekends.