

PARKS SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes, and directs the maintenance program for City parks, golf course, and facilities; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This position serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the Department Head.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below. Marginal duties (shown in italics) are those which are non-essential job functions for this class.

1. Plans, organizes, and directs the maintenance of City park, medians, streets trees, parking lots, golf course, City buildings, swimming pool, and landscape maintenance districts; oversees the work of landscape contractors.
2. Evaluates maintenance needs and schedules work routines to meet such needs; participates in the selection of employees; plans and implements employee training; evaluates employee performance; initiates disciplinary action.
3. Prepares budget estimates and monitors expenditures; prepares bid specifications for capital equipment; approve purchase of equipment and supplies; writes bid specifications for park projects and monitors contracts; prepares and conducts staff training.
4. Plans and coordinates special and/or annual projects such as chemical spraying, tree placement/spraying/pruning/removal, and weed abatement.
5. Evaluates work methods and practices; installs changes as indicated; prepares reports on work completed and division operations.
6. Investigates and resolves complaints or concerns made and confers with community group representatives on matters related to division services; provides staff support to Parks and Leisure Services Commission.
7. Represents and supports the policies and procedures established by the City Council, City Manager, and Department Heads.

EMPLOYMENT STANDARDS

Education and/or Experience

Completion or twenty-four semester units of course work in park administration, supervision, water management, or horticulture and three years of supervisory experience or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Techniques and practices of landscape and golf course maintenance, greenskeeping, building/facility maintenance, weed abatement, chemical spraying, and street tree maintenance; principles, techniques, and methods of work planning, scheduling, supervision, work safety, work methods evaluation, and operations reporting; practices and techniques of budgeting, expenditure control, and contract administration.

Ability to:

Plan, organize, and direct others engaged in park/facility maintenance including subordinate supervisors; schedule and monitor work routines; evaluate and modify work schedules and methods; effectively purchase equipment and supplies and monitor expenditures; prepare written reports and budget estimates; prepare and interpret project plans; analyze unusual situations and resolve through application of departmental policy; develop comprehensive plans to satisfy future needs of department service; deal constructively with conflict and develop effective resolutions; understand cooperative working relationships; communicate effectively, both verbally and in writing.

Special Requirements

Possession of, or ability to obtain a valid California Driver's License and a pesticide applicator certificate in appropriate categories.

Physical Demands

Involves active physical work but no prolonged exertion. On feet frequently, involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; frequent lifting of objects up to 25 lbs. with occasional lifting of object weighting over 50 lbs.

WORKING CONDITIONS

Environment is generally clean with limited exposure to condition such as dust, fumes, odor, or noise. Exposed to outside weather conditions frequently. Computer is used occasionally. Travel throughout the City is required.

Date Adopted: August 6, 1996