

## **MAINTENANCE SUPERVISOR – Grounds and Open Space**

### **DEFINITION**

Under general direction, plans, organizes, and directs the work of crews performing park, open space, tree, and grounds maintenance; and performs related work, as required.

### **DISTINGUISHING CHARACTERISTICS**

This position reports directly to, and receives direction from the Golf Course and Grounds Manager. The incumbent plans, organizes, schedules, assigns, and directs the work crews engaged in performing park, open space, tree and grounds maintenance. This position is distinguished from the Leadworker by the ability to perform tasks at a higher skill level, using more independent judgment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, organizes, schedules, assigns, supervises, reviews, and evaluates the work of crews engaged in park, open space, tree, and grounds maintenance including maintenance of turf grass, watering, fertilization, and trimming; prepares budgetary estimates of staff, equipment, and materials for projected activities; estimates such needs for specific jobs; provides technical assistance to staff in resolving difficult problems; instructs and provides for the training of crew members in work methods, use of tools and equipment, and relevant safety precautions; inspects job sites to determine required work and to evaluate performance; resolves a variety of routine personnel and administrative matters; recommends and implements disciplinary action; prepares and maintains a variety of reports and records, as needed; orders and maintains inventory for all materials required in accordance with City, State and Federal standards; recommends special work required or necessary equipment maintenance; ensures appropriate safety devices and equipment are being utilized; responds to emergency situations, as necessary; establishes and maintains cooperative working relationships with internal and external customers, including outside agencies; prepares and presents verbal and written discipline reports, as necessary; promotes teambuilding; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

### **EMPLOYMENT STANDARDS**

**Training & Experience** - Graduation from high school, or GED equivalent, supplemented by 30 units of college-related courses in horticulture-related topics and three years of experience in grounds maintenance, including at least two years in a supervisory capacity. Verifiable grounds maintenance trade certificate courses may be accepted. One year additional experience as a grounds maintenance supervisor may substitute up to 15 college units.

**Knowledge & Abilities - Knowledge of:** Preventive grounds maintenance; physical needs of plants including watering, fertilization, and trimming; safe work practices; techniques and methods of maintaining park and sports fields in good, playable condition; municipal budgeting and purchasing procedures; principles and techniques of community recreation programming; administrative techniques, including the principles of organization budgeting and marketing; principles of supervision, training, and performance evaluations; modern office equipment including computers; and principles and practices of employee supervision, including training, work evaluation, discipline, and safe work methods.

**MAINTENANCE SUPERVISOR – Grounds and Open Space**

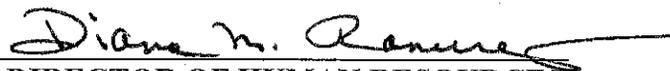
**Ability to:** Select, train, supervise, and evaluate staff, as well as manage and coordinate the work of technical personnel; perform administrative duties involving the use of independent judgment, discretion, and confidentiality; prepare and complete employee performance evaluations; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices; and operate vehicles and equipment in a safe and efficient manner.

**Licenses & Certificates** - Must possess a valid California Class "C" driver's license and California Department of Pesticide Qualified Applicator License.

**WORKING CONDITIONS**

Work is performed in an inside/outside environment in close proximity to other workers. Incumbent shall be exposed to dust, extreme temperatures, noise, and inclement weather, with occasional exposure to hazardous work conditions. Incumbent must have the mobility to visit various job sites on a regular basis. Physical demands require bending, stooping, and frequent lifting up to 100 pounds on a continual basis. Incumbent must be able to see and hear in the normal range, with or without corrections, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must respond to emergency situations, as necessary. Must possess the willingness to work an irregular schedule in order to meet the recreational needs of the community, including evenings, weekends, and holidays.

**APPROVED:**

  
**DIRECTOR OF HUMAN RESOURCES**

**DATE:** July 7, 2008

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.  
Shared/jobdescriptions(final)/Community Services/Maintenance Supervisor-Parks/1-15-02/7/7/08 sdb