



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: PARK MAINTENANCE SUPERVISOR

DEFINITION: Under general supervision, participates in and supervises the work of a maintenance crew and/or monitors the daily functions performed through contracted maintenance services.

REPORTS TO: Superintendent - Park Maintenance

EXAMPLES OF DUTIES:

The functions of the classification may include, but are not limited to, those listed below:

- Directs, supervises, trains, and evaluates the work of a crew of maintenance personnel;
- Monitors and oversees contracted maintenance services including daily inspections of areas, completion of inspection forms and preparation of deduction forms;
- Serves as a liaison between contractors and department management;
- Plans, organizes and implements annual, monthly and weekly maintenance schedules;
- Manages all hardware and landscaping within assigned area, including, but not limited to, diagnosing and directing pesticide application, diagnosing and direction repair of irrigation problems, and handling special landscape projects;
- Enforces safety regulations and facilitates safety tailgate meetings;
- Responds to customer inquiries and complaints;
- Tracks performance of employees and/or contractors;
- Develops work specifications for maintenance contracts;
- Reads and interprets landscape plans and blueprints;
- Request analysis and makes recommendations on costs and specifications for work requested from private contracts;
- Understands and interprets detailed maintenance specifications to ensure adequate contract compliance;
- Maintains records and prepares reports;
- Monitors budget and submits budget requests to management and administrative staff;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Open to current City employees with three or more years of seniority in any of the following classifications: Equipment Operator, Senior Equipment Operator, Gardener, Greenskeeper, Power Equipment Repair Mechanic, Tree Trimmer, General Maintenance Assistant; a minimum of one year of supervisory/lead experience; and good working knowledge of all phases of ground maintenance.

PARK MAINTENANCE SUPERVISOR (continued)

Ability to effectively communicate both orally and in writing.

Ability to supervise a crew of grounds maintenance personnel.

Ability to read and interpret landscape plans and blue prints.

Ability to monitor the daily functions performed through contracted maintenance services.

Recent education in Park Administration, Horticulture, Botany and related fields is highly desirable.

Willingness to work irregular hours, including evenings, weekends and holidays.

Willingness to respond to emergency call backs.

A valid motor vehicle operator license.

HISTORY:

Renamed from Park Crew Supervisor: 10/01/96

Approval/Adoption Dates: 03/12/97 - Human Resources Department
05/14/97 - Civil Service Commission