

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.

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 maintenance personnel, seasonal/temporary staff, contractors, and volunteers;
- Recommends and assists in the implementation of goal and objectives, including but not limited to, establishing maintenance and service schedules for beachfront areas, berms, waterline debris, beach access points, beach stairs, and bike and pedestrian paths; park trails, playgrounds, hardscape, parking lots, play court cleaning, etc.;
- Provides feedback in the selection of staff;
- Oversees the removal, blowing, vacuuming, and collection of refuse including debris from City beachfront areas, and uplands parks, libraries, health centers and police stations;
- Monitors and oversees contracted maintenance services including daily inspections of areas, completion of inspection forms and preparation of deduction forms;
- Collaborates and coordinates with other City departments and various agencies on City programs, filming, and special events such as assisting people experiencing homelessness and the Grand Prix of Long Beach;
- Supervises and coordinates the removal of dead animals and floating or washed up debris in all bodies of water;
- Serves as a liaison between contractors and department management;
- Manages all hardscape and landscaping within assigned area, including, but not limited to, diagnosing and directing pesticide application, diagnosing and directing the 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, blueprints and weather forecasts;
- Requests 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;
- Monitors budget and submits budget requests to management and administrative staff; and,

- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Three (3) years or more of paid, full-time equivalent experience in grounds maintenance, including (1) year of supervisory/ lead experience.

Willingness to work irregular hours, including evenings, weekends and holidays;
Willingness to respond to emergency call backs.

- Valid motor operator's vehicle license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of all phases of ground maintenance;
- Knowledge of all aspects of landscape maintenance;
- Knowledge of central irrigation evaluation, programming, and troubleshooting;
- Knowledge of principles and practices of employee supervision including selection, training, performance evaluation, discipline, and labor laws;
- Knowledge of State and Federal standards pertaining to maintenance and safety;
- Knowledge of occupational hazards and related safety regulations;
- Skill in using tact, discretion, initiative and use good judgment to make sound recommendations within established guidelines;
- Skill in organizing work assignments, setting priorities, and meeting critical deadlines;
- Ability to respond to respond to emergency call backs;
- Ability to evaluate, audit, repair, and replace irrigation components from meter to sprinkler head;
- Ability to perform basic mathematics and their application to work performed including making cost estimates for equipment and maintenance repairs;
- Ability to supervises 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;
- Ability to prepare clear, accurate and concise records and reports;
- Ability to operate light and heavy equipment used for grounds maintenance;
- Ability to operate a computer and related software applications;
- Ability to analyze, identify problems and recommend solutions;
- Ability to use tact, diplomacy and discretion in dealing with complex situations and sensitive information; and,
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

HISTORY:

Renamed from Park Crew Supervisor- 10/01/1996

Approval/Adoption Date: 03/12/1997-Human Resources Department

Civil Service Commission Approval: 05/14/1997; 09/29/2021