



## Pleasant Valley Recreation and Park District Job Description

<b>Job Title:</b>	Park Supervisor	<b>Category:</b>	Management
<b>Department:</b>	Parks	<b>Prepared Date:</b>	April 2015
<b>Reports To:</b>	Park Superintendent	<b>Approved by:</b>	Board of Directors
<b>FLSA Status:</b>	Exempt	<b>Approved Date:</b>	July 1, 2015

**SUMMARY:** Under general direction, plans, organizes, coordinates, directs and participates in the maintenance, construction and repair of park, recreation and public facility landscapes, maintaining buildings, structures and facilities. Performs contract administration for contractual parks and facilities. Assists in the preparation and administration of budgets; ensures safe work practices, work quality and accuracy; prepares, supervises and maintains work records and reports; serves as a technical resource for assigned personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Plan, prioritize, assign, supervise and review the work of crews/contractors involved in grounds, facilities and aquatic center equipment maintenance and repair.
- Assist in budget preparation and resource allocation of equipment and materials based on maintenance and safety standards and user needs.
- Ensure that employees are thoroughly trained in all phases of their jobs. Monitor and provide statistics on staff productivity.
- Administer and monitor contract performance.
- Evaluate requests for proposal (RFP) and/or quotations, including assisting in the preparation of RFP's, evaluating and negotiating proposals and/or quotations.
- Negotiate contracts and purchase orders for price, delivery requirements, payment terms, warranty, etc.
- Monitors contract performance and assures compliance to contract requirements.
- Maintain accurate records for time, material and equipment use.
- Develop and implement staff and equipment deployment schedules to maximize effectiveness.
- Participate in the selection of division staff and volunteers; provide or coordinate staff training; work with employees to improve performance or take corrective action and implement discipline procedures in accordance with District policy.
- Respond to user's concerns, problems or complaints in a timely manner, maintaining a customer service philosophy that is responsive and strives to improve park safety, security and accessibility.
- Maintain a visible profile in the community and with employees, through field visits and inspection of parks, grounds, facilities and equipment, noting needs for maintenance and repairs. Observe the work of crews, while in progress and provide technical advice and assistance as needed.
- Supervise and train staff in the safe application and use of equipment, pesticides, and fertilizers per federal, state and local laws and mandates.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of a grounds and recreation facilities maintenance program; principles and practices of facilities and grounds maintenance activities; current irrigation system operation and repair techniques; proper watering techniques as applied to individual plant life; principles and practices of plant maintenance including the pruning and trimming of a variety of shrubs; types and levels of maintenance and repair activities generally performed in a maintenance, repair and operation program for 1) horticultural and park grounds, 2) an aquatic center maintenance, 3) a quality facilities maintenance and repair program, and 4) contracts and purchase orders for price, delivery requirements, payment terms, warranty, etc.



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- Working to considerable knowledge of: proper uses and methods of a variety of tools and equipment used in facility and grounds maintenance; care, operation and maintenance of a variety of power tools and equipment; safe work practices.
- Thorough to comprehensive ability to: supervise others involved in facilities maintenance and grounds keeping; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; work independently in the absence of supervision; establish and maintain effective working relationships with those contacted in the course of work.
- Considerable to thorough knowledge of: principles of supervision, employee motivation, training, and performance evaluation; common office practices; basic office equipment.

**EDUCATION and/or EXPERIENCE:** Must have a high school diploma or general education degree (GED); Bachelors of Arts degree preferred in ornamental horticulture, landscape architecture, park maintenance, natural resources, soils or related field; plus a minimum five (5) years' experience or specialized training in horticulture, turf management, facilities management; and must possess a minimum of three (3) years' experience negotiating contracts and purchase orders for price, delivery requirements, payment terms and warranty; and four years supervisory level responsibilities.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Position requires above average amount of driving, therefore, must possess a valid California Class C Driver's License and maintain a clean California Department Motor Vehicle record. Will drive a District vehicle in the course of job duties and must be able to drive both automatic and manual transmission vehicles. Position involves driving to various District locations during the course of work and drive to events as a representative of the District. Ability to obtain a CDPR Pesticide Applicator's Certificate, Landscape Maintenance Category within one year of appointment. Ability to obtain an Aquatic Facility Operator's certification within two years of appointment. CPR and First Aid Certification required no later than six (6) months after employment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.