

PARK SUPERVISOR

Job Description
(Exempt Position)

DEFINITION

Under the direction of the District Manager, the Park Supervisor oversees and coordinates the activities of Maintenance Utility I and II employees and is responsible for multiple crews engaged in performing skilled facility/park maintenance and repair tasks. They must conduct themselves in an efficient manner, while maintaining high standards for the appearance of the parks and facilities and for the safety of personnel. FRRPD Park Supervisors are expected to be proficient in all duties listed and assigned.

DISTINGUISHING CHARACTERISTICS

Park Supervisors are responsible for overseeing special projects, contractors, and normal work-related activities of the work crews at various locations; assisting in monitoring expenditures and work production. They participate in division budget planning, including monitoring and control of expenditures; submit budget recommendations and justifications; Park Supervisors provide input to the District Manager in regard to projects such as sites, as well as recommending new methods and procedures that would make use of technological advancements to improve or facilitate the performance of assigned duties. They are responsible for working with other District divisions and promoting a "Team" atmosphere. They must be pro-active rather than reactive when responding to problems or concerns from superiors, subordinates, and the public.

ESSENTIAL FUNCTIONS

Park Supervisors supervise and coordinate activities of park maintenance employees, contractors, work alternative programs and vendors, and perform inspections as necessary. They determine proper work procedures, establish priorities, determine resource requirements, and procure equipment and materials as needed for projects. They issue written and oral instructions clarifying task assignments to subordinates, assign duties, and examine work for exactness, neatness, and conformance to policies and procedures. They study and standardize procedures to improve efficiency of subordinates. Park Supervisors provide recommendations for specifications regarding the purchase of park/facilities equipment and contracted site improvement projects. They prepare composite reports from individual reports or evaluations of subordinates. They may personally perform or assist subordinates in performing necessary tasks. Park Supervisors are responsible for ensuring all employee records are up-to-date, such as necessary training, licenses, etc. and are responsible for making sure time cards are filled out properly and turned into the office on time. As Park Supervisors, they must effectively route the maintenance division employees for maximum time use and efficiency. They are responsible for training (if necessary), evaluating workers, as well as for conducting site inspections to evaluate performance standards, safety considerations and deficiencies, timelines, and inventory needs.

OTHER FUNCTIONS

- Assist the District Manager in monitoring expenditures and work performed in relationship to monies allocated to work projects.
- Provide input to District Manager and assist in hiring and assorted other decisions regarding personnel; participate in formal and informal evaluations of subordinates; work performance, including implementation and enforcement of corrective action as needed.
- Responsible to insure all Federal, State and County regulator programs (i.e. Right to Know, Hazardous Materials Response Program to name a few) are implemented and the District is in compliance at all times.
- Plans and monitors a comprehensive multi-year building maintenance program including a preventive maintenance schedule.
- Conducts routine safety meetings and serves as the chairperson for the District Safety Committee.
- Prepares, administers, and monitors the park/facility budget, including submitting budgetary recommendations and anticipating future budgetary and program needs.
- Responds to and resolves park/facility user complaints regarding lighting, cleanliness, temperature, noise, and other related areas.
- Performs regular facility inspections for the purpose of detecting safety hazards and maintenance needs and reviews findings with District Manager.
- Assist the Recreation Division in the planning and support of recreation programs and special events.
- Conducts monthly meetings and training sessions.
- Participates in committee assignments and attend conferences, seminars, and training classes in order to maintain up-to-date skills in the landscape industry.
- Work flexible hours, holidays, and weekends as necessary for successful implementation of special events, programs, etc.
- Have the skills necessary to use a personal computer for functions such as e-mails, internet access, developing spread sheets, and report writing.
- Have the ability to establish priorities, work independently, and proceed with objectives without supervision.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of:

- Park/facility maintenance work procedures and practices;
- Materials and methods used in the design, maintenance, construction, and repair of parks grounds, parks structures, and facilities; and
- Proper safety practices, accident prevention techniques, and occupational hazards.
- Employee handbook
- Bargaining Unit Agreements.

Considerable knowledge of:

- Principles of supervision;
- Creating and maintaining work schedules; and
- Effective time management techniques.
- Safe work practices, safety codes, and applicable laws and regulations, including requirements of CAL OSHA and CAL EPA.

Some knowledge of:

- Plumbing, carpentry, electrical, welding, and structural methods and practices used in park facilities.

Skilled in:

- Supervision and training crews involved in park/facility maintenance activities;
- Communicating effectively through oral and written instruction;
- Maintaining effective working relationships with employees and the public;
- Following complex oral and written instructions;
- Evaluating the work of subordinates;
- Reading detailed plans and specifications;
- Preparing records and reports; and
- Providing excellent customer service to the public and other FRRPD employees.

Ability to:

- Travel to various sites in the District to inspect work activities;
- Work outdoors in a variety of weather conditions;
- Work alone or in proximity to others;
- Work in, with or around chemicals, solvents, grease, oil, pesticides, water, waste water and/or hazardous substances;
- Work in dry, dusty, smoky, or humid atmospheric conditions;
- Work in a cold, wet, or damp environment;
- Work with and in moving vehicles;

- Lift, push, pull, or carry weights up to 100 pounds;
- Walk, stand, sit, kneel, crawl, bend, and climb repetitively or over a long period of time;
- Reach above shoulder height and use both hands;
- Use arms and legs repetitively;
- Hear conversational voices at normal levels;
- Work in a noisy environment; and
- Perform the essential functions of this classification.

EDUCATION AND EXPERIENCE

Graduation from a recognized college or university with an A.S. or B.S. Degree in horticulture and/or equivalent or working toward an A.S. or B.S. Degree. Equivalent of five years of experience as a skilled worker in maintenance, construction, repair and maintenance of landscaped areas, park equipment, and facilities, of which two years must have been at the lead or supervisory level.

LICENSES AND OTHER CERTIFICATIONS

- (1) Acquisition of a State of California Commercial Pesticide Applicator's Certificate in the categories of Laws and Regulations, Ornamental and Turfgrass, and Right of Way is required during probation.
- (2) Possession of a Class C California driver's license with a satisfactory driving record at the time of appointment.
- (3) It is a requirement to pass a background investigation for this position.
- (4) It is a requirement to pass a pre-employment drug screen test and additional random drug screenings during term of employment.
- (5) Certified swimming pool operator certificate.
- (6) Playground inspector certificate.

**FEATHER RIVER RECREATION AND PARK DISTRICT
PARK SUPERVISOR
SUPPLEMENTAL QUESTIONNAIRE**

- 1. Please detail your experience as it relates to facility and park maintenance. Please list employment details, dates, duties, etc.**

- 2. Please list, in detail, your training and experience in turf grass and ball field maintenance.**

- 3. Feather River Recreation and Park District has limited staff to perform necessary maintenance, repairs, and projects. Please tell us how you were creative in finding ways to have staff perform more efficiently and more productively. Please give examples.**

- 4. Feather River Recreation and Park District is challenged with limited funding for its daily operations. Please list your experiences, in detail, as it relates to the preparation, implementation, and accountability of an operations budget.**

- 5. Feather River Recreation and Park District has relied heavily on court assigned individuals and volunteers to assist in the maintenance of its parks and facilities. Unfortunately, the numbers fluctuate on a daily basis making it hard to plan in advance on work assignments. Tell us, in detail, your experiences in making daily adjustments to project/manpower assignments. Please give examples.**

- 6. Please tell us your experience in writing and establishing written procedures and programs, especially as it relates to compliance to State and Federal regulations. Also tell us how you were able to ensure the programs are being abided by staff and the organization itself.**

- 7. As the Park Supervisor for Feather River Recreation and Park District, you will be responsible for chairing the District's Safety Committee. Please list your experiences in conducting safety inspections to facilities and parks; give us details on how you were able to make sure corrections were made. Also, tell us your experiences in conducting safety meetings.**

8. Do you hold a State of California Commercial Pesticide Applicator's Certificate in the categories of Laws and Regulations, Ornamental and Turf Grass, and Rights of Way?

- a. Yes _____ No _____
- b. Date Issued _____
- c. Expiration Date _____
- d. Certification Number _____

9. Do you hold a Certified Swimming Pool Operator's Certificate?

- a. Yes _____ No _____
- b. Date Issued _____
- c. Expiration Date _____
- d. Certification Number _____

10. Do you hold a Playground Safety Inspector's Certificate?

- a. Yes _____ No _____
- b. Date _____
- c. Expiration Date _____
- d. Certification Number _____

11. Please take this time to tell us what we need to know to assist us in our hiring process.