

## **SUNRISE RECREATION AND PARK DISTRICT CLASSIFICATION SPECIFICATION**

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**JOB TITLE:**        **Park Maintenance Supervisor**

**DIVISION:**        **Parks and Facilities**

**CLASS DEFINITION:**

Plans, organizes, coordinates, assigns, supervises and performs a wide variety of skilled landscape, maintenance, repair and construction work required to develop and maintain parks, buildings, and recreation facilities within an assigned area of the District; responds to requests, complaints and inquires received from the general public; conducts daily inspections of parks, buildings, playgrounds and other recreational facilities to identify maintenance and repair needs and potential health and safety hazards; provides worker safety and technical training; establishes and maintains a safe work environment; and performs special projects as assigned and related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Park Maintenance Supervisor is the first level supervisory classification in the park maintenance job series. Incumbents are working supervisors distinguished by their responsibility for full supervision of multiple park maintenance crews performing landscaping, maintenance, repair and/or construction work for an assigned area of the District or on assigned projects from incumbents classified as Park Maintenance Worker II and Park Maintenance Assistant who provide lead direction and training to a single park maintenance crew. Incumbents in both the Park Maintenance Worker II and Park Maintenance Supervisor classifications perform a full range of semi-skilled and skilled landscaping, maintenance, repair and construction work in addition to their lead and supervisory responsibilities.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision within a framework of standard policies and procedures from the Superintendent of Parks and Facilities. This is the working supervisor level of the Park Maintenance Worker series. Incumbents in this classification provide direct supervision and training for assigned subordinates in the classification of Park Maintenance Worker I/II, Park Maintenance Assistant, Park Maintenance Aide I/II.

**EXAMPLE OF ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Provides direct supervision and training to multiple crews of subordinate park maintenance and seasonal staff; plans, assigns, coordinates, monitors, and evaluates work efforts; develops schedules to ensure appropriate staffing levels for all hours of operation; provides training on proper use of tools and safe work methods; establishes and maintains a safe work environment; and prepares and maintains safety, scheduling and service records and reports

- Inspects District parks, buildings, playgrounds and other recreational facilities on a daily basis to identify maintenance and repair needs and potential health and safety hazards; repairs, and installs playground equipment, picnic tables, barbecues and other related parks equipment
- Plans and prioritizes projects for assigned area; identifies labor and materials costs; and participates in the design of new parks, changes to existing park sites, and review of landscaping plans
- Responds to requests, complaints and inquiries received from the general public
- Performs a variety of grounds maintenance activities including, mowing, edging, cultivating, planting, and fertilizing lawns and landscaped areas; and pruning and trimming trees, shrubs and hedges
- Performs semi-skilled and skilled work in a variety of trades using appropriate tools and equipment to maintain District parks, facilities, and equipment. Work includes: routine carpentry, painting, plumbing, electrical, cement and asphalt repairs; welding repairs and parts fabrication; and basic equipment maintenance
- Installs, maintains and repairs water lines, irrigation and sprinkler systems; changes and adjusts heads and operates automatic control systems to program watering schedules and to monitor ET levels
- Identifies areas requiring pest, disease and weed control; and safely and effectively applies herbicides, fungicides and pesticides

If assigned to maintain District pools and related facilities:

- Trains employees on the safe and proper handling and mixing of pool chemicals
- Ensures compliance with State Health and Safety Codes pertinent to the operation of public swimming pools and facilities
- Maintains swimming pools and related facilities, including the operation and maintenance of pumps, motors, filters, chlorine regulators and related equipment; maintains proper chemical balance in all pools; and maintains required records on water chemistry, temperature and chemicals added
- Performs duties of Park Maintenance Worker II and Park Maintenance Assistant as needed, including maintenance of ground, walks, pool decks, restrooms and other District facilities

#### **EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS**

- Assists other positions and/or work units with a variety of related assignments or performs special projects as assigned

- Performs other job-related duties as assigned

## **EMPLOYMENT STANDARDS:**

### **Education and Experience Guidelines:**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

- A minimum of two (2) years of increasingly responsible experience performing landscaping and grounds maintenance duties comparable to that of a Park Maintenance Worker II for the Sunrise Recreation and Park District, including one year of experience in public swimming pool maintenance if assigned to maintain District pools
- Formal or informal education that ensures the ability to communicate, read and write at a level required for successful job performance
- Specialized training in parks construction, maintenance and repair is desirable

### **Knowledge of:**

- principles and practices of effective supervision and training
- safety practices related to landscape, grounds and facility construction, repair and maintenance work
- modern methods, techniques, materials and safe operation of equipment used for landscaping and grounds and building maintenance and repair
- plant pests and diseases, and methods of control and eradication
- methods, techniques and tools and operating characteristics of mechanical equipment used in the construction and maintenance of parks, buildings and recreational facilities
- basic construction and repair methods, including carpentry, plumbing, painting, welding, cement work
- water line and irrigation system installation, maintenance and repair
- good public relations etiquette

### **Ability to:**

- effectively lead several crews of park maintenance and seasonal staff
- plan, schedule, assign, train, direct, motivate, and evaluate the work of subordinate park maintenance and seasonal staff
- read and interpret building plans, specifications, schematic diagrams and blueprints
- determine time, personnel and material needs for maintenance and repair projects
- identify and determine potential hazards and initiate appropriate corrective action
- safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments
- perform semi-skilled and skilled maintenance, construction and repair work
- perform skilled landscape maintenance, including tree trimming, and sprinkler system installation and repair work
- mix and apply herbicides, insecticides and fungicides
- prepare and maintain basic reports and records
- read and write at a level necessary for successful job performance
- establish and maintain effective working relationships with co-workers, the general

- public, and those contacted during the course of work
- perform essential duties of the job without causing harm to self or others

**Licenses/Certification Required:**

- Possession of a valid class A California Driver's license and a satisfactory driving record
- Depending upon assignment, may be required to obtain with District sponsorship special licenses or certificates such as: a valid California Pest Control Applicators Certificate (Category B); a Certified Pool or Aquatic Facility Operator license; Confined Space and/or Backflow Tester certificate

**WORKING CONDITIONS:**

**Environmental Conditions:**

Essential duties of the Park Maintenance Worker classification series are primarily performed outside under varying weather conditions. Essential duties are performed on a daily basis with hands in water, on uneven and slippery surfaces, in confined spaces, around moving vehicles and equipment and on equipment with moving parts, and occasionally below ground, on ladders and/or scaffolding. Incumbents are exposed daily to extreme heat or cold, to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, oil and electrical energy.

**Physical Conditions:**

Essential duties of the Park Maintenance Supervisor require repetitive use of feet and hands to operate vehicles, equipment and tools; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive detailed verbal information and instruction; to be able to view objects within one to twenty feet and differentiate basic colors and shades of color; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; to climb, stoop, kneel, crouch, reach, stand, and walk to accomplish essential duties; to lift, carry, push, and pull a variety of objects weighing between 5 and 50 pounds; and to have the finger dexterity and hand strength to operate and grasp tools and equipment on a daily basis.

**OTHER:**

**FLSA STATUS:** Non-Exempt–Working Supervisor

**Note:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this classification. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

Approved: 10/29/2006