

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PARK SUPERVISOR

Department: Park Division

Pay Grade: F107

FLSA Status: Exempt

JOB 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 JOB FUNCTIONS

- Plan, prioritize, assign, supervise, and review the work of crews/contractors involved in grounds, facilities and aquatic center equipment maintenance and repair.
- Coordinate, oversee and supervise the planning, design, and impact of new construction, park improvements, and alterations and interpreting building plans and specifications of all District parks, and facilities.
- 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.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Must have an associate degree in ornamental horticulture, landscape architecture, park maintenance, natural resources, soils or related field; plus a minimum of four (4) years of experience or specialized training in horticulture, turf management, facilities management; experience negotiating contracts and purchase orders for price, delivery requirements, payment terms and warranty preferred.

Special Qualifications:

Position requires above average amount of driving, therefore, must possess a valid California Class C driver's license and maintain a clean California Department of 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. This 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.

Knowledge, Skills, and Abilities:

- 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.

- 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.
- Knowledge of principles of supervision, employee motivation, training, and performance evaluation; common office practices; basic office equipment.
- 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.

PHYSICAL DEMANDS

The work is categorized as heavy. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, walk, bend; reach, push and pull with hands and arms; climb or balance; stoop, kneel, crouch, or crawl for prolonged periods of time; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle.
- Lifting: frequently up to 50 pounds; occasionally up to 100 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision. close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Dexterity: frequent use of hands to finger, handle, or feel; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise, 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.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud. May be required to adjust schedule due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date