



**December 2023**  
**FLSA: EXEMPT**

## **PARKS MAINTENANCE SUPERVISOR**

### **DEFINITION**

The Parks Maintenance Supervisor is responsible for overseeing landscape maintenance operations within the Park Maintenance Division. This role involves coordinating activities across divisions, conducting technical tasks, and contributing to the enhancement of our community's outdoor spaces. May serve as acting Parks Maintenance Manager in Parks Manager's absence.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to the Parks Maintenance Manager. Directly supervises assigned technical, maintenance, and administrative support staff.

### **CLASS CHARACTERISTICS**

This role stands apart as a second-line supervisor, it involves a blend of maintenance duties and supervisory responsibilities, including assisting in work assignment, evaluation, discipline recommendations, and staff training. Additionally, this role contributes to capital improvement project planning.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Collaborate with the Parks and Recreation Director, Parks Maintenance Manager, lead workers, and maintenance staff. Assign, prioritize, and supervise landscape maintenance and irrigation tasks, including performance review preparation.
- Evaluate and recommend improvements for operations and activities; generate operation-related reports.
- Provide service level recommendations to the Park Maintenance Manager and Parks and Recreation Director.
- Forecast the needs and resources of the Parks Division.
- Participate in budget preparation, cost estimation, and expenditure monitoring, including equipment and vehicle recommendations.
- Contribute to improving Division performance, achieving goals, and assessing current and long-range objectives.
- Engage in staff selection, training, and discipline procedures.
- Conduct field observations to ensure compliance with policies, practices, and city ordinances; prepare related reports, addressing work progress, resolving issues, and identifying additional needs.
- Oversee planting, care, and maintenance of landscaped areas, seeding, fertilization, and passive/sports turf upkeep for safe playing conditions.

### **QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of supervision, training and performance evaluations;
- Methods, tools and equipment used in parks repair and maintenance;
- The operation and maintenance of a variety of motorized equipment;
- Principles and practices of maintaining athletic fields and playgrounds;
- Principles and practices of safety management;
- Modern office procedures, practices, methods, and equipment including computer use and applicable software;
- Occupational hazards and standard safety practices (including S.B. 198 safety compliance);
- Methods and techniques for record keeping and report preparation.

**Ability to:**

- Assist with the supervision and direction of the assigned maintenance operations and activities for the Parks Division in the Parks and Recreation Department;
- Assist with the planning, organizing and direction of the work of subordinate staff;
- Regularly operate a motor vehicle;
- Interpret, explain, and apply applicable laws, codes, and regulations;
- Organize, prioritize, and follow-up on work assignments;
- Effectively supervise the work of the assigned personnel and accomplish the completion of assigned programs and projects;
- Acquire a thorough knowledge of applicable programs, policies and regulations of the City and other government agencies;
- Prepare and maintain accurate written reports and records;
- Operate and maintain equipment and tools;
- Maintain effective working relationships with those contacted in the course of work including the public;
- Use computers and handheld electronic devices in the course of work;
- Assist in the development and monitoring of an assigned program budget;
- Communicate clearly and concisely, both orally and in writing.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from high school or possession of a GED. Two years of responsible experience as a crew leader in parks equivalent to Lead Parks Maintenance Worker at Foster City.

**Licenses and Certifications:**

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment. Possession of, or ability to obtain within one year of appointment, a valid Qualified Applicator Certificate (QAC) from the State of California. Possession of Certified Playground Inspector and Pest Control Advisor License are desirable.

**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 the 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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; talk and hear; walk; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to

25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS**

The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may be required to work night, early morning, or weekend hours dependent on workload factors in addition to normally scheduled work hours. The noise level in the work environment can be loud.