

CLASS SPECIFICATION
Parks Facilities Maintenance Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans, schedules, supervises and inspects the work of skilled and semi-skilled craft workers engaged in the construction, alteration, modification, maintenance and repair of city park buildings, structures, recreational facilities, outdoor surfacing, and associated mechanical, electrical and HVAC systems; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

With general direction from a Parks & Recreation Zone Support Manager, incumbents of this class provide first-line supervision, training and technical assistance to crews of skilled and semi-skilled building trades craft workers who maintain and alter parks facilities. These include swimming pools, community center activity areas, stadiums, ball fields, parks outbuildings, tennis courts, and other recreational areas. Some facilities, such as playground equipment and swimming pools are regulated under state law, and failure to comply with safety requirements may result in injury to the public and substantial liability. Incumbents are responsible for formulating and developing unit goals and objectives, supervising and assigning personnel, and directing day-to-day activities. Work and results are reviewed through conferences, field inspection and analysis of records, reports and completed work orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions, subject to director and City management concurrence.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations;

provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Plans, schedules, supervises and inspects the work of skilled and semi-skilled crafts workers engaged in the construction, alteration, maintenance and repair of park facilities, such as swimming pools, community centers, stadiums, ball fields, park outbuildings, playgrounds, and other recreational areas. May also supervise and inspect the work of contractors.
5. Participates in the development and implementation of short- and long-term plans and specifications for projected projects.
6. Develops and ensures adherence to preventive and predictive maintenance schedules for a variety of recreational facilities.
7. Inspects buildings and facilities for needed maintenance and repairs.
8. Confers with Parks Maintenance Supervisors and other staff regarding work orders and service requests.
9. Plans and lays out jobs from blueprints, drawings, sketches or verbal instructions; maintains records of work performed in the form of blueprints, drawings and specifications; prepares drawings and specifications for assigned projects.
10. May assist in the development and design of construction projects.
11. Coordinates bids for small to moderate sized projects; hires contractors for small projects; monitors budget for contract work.
12. Estimates labor, material and equipment requirements for assigned work and projects; requisitions parts, tools, equipment and material for assigned work and projects.
13. Assists in the development of project budgets; monitors project and general maintenance budgets and reports discrepancies; approves expenditures within established guidelines.
14. Coordinates the work of the unit with other staff, divisions and bureaus.
15. Responds to complaints or inquiries by phone or in person.
16. Ensures compliance of the unit's activities to pertinent codes, regulations, guidelines, and safety standards.
17. Inspects the work of City personnel and contractors to ensure compliance with City policies, guidelines, specifications, standards and contract provisions.
18. Provides technical assistance to Parks staff in areas of expertise; may also provide technical assistance to other jurisdictions.
19. Responsible for carrying out the City's safety program for the division; ensures assigned personnel follow safety practices in work methods and procedures; educates assigned personnel on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.

20. Responsible for ensuring the safety of the public both through compliance with safety standards for recreational facilities and equipment, and through carrying out work activities in a manner that prevents exposure to hazards.
21. Maintains and updates written manuals and instructions.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, practices, techniques, tools and material used in the building trades, including carpentry, painting, electrical, HVAC and plumbing.
2. Specialized methods, practices, techniques, tools and material used in park facilities, such as swimming pools, spectator facilities, skateboarding rinks, tennis courts, weight rooms, etc.
3. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
4. Principles and practices of budgeting, purchasing and maintenance of public records.
5. Research methods and analysis techniques.
6. Principles and practices of effective human resource management and supervision.
7. City personnel policies and labor contract provisions.
8. Principles and practices of sound business communications.
9. Safe work practices and safety equipment related to the work.
10. Contracting and contract management procedures.
11. Computer software applications related to the work.

Ability to:

1. Plan, organize, supervise, assign, inspect and evaluate the work of crews consisting of skilled and semi-skilled construction and maintenance workers.
2. Select, motivate and evaluate staff and provide for their training and development.
3. Analyze complex operational problems, evaluate alternatives and recommend or adopt effective courses of action.
4. Monitor budgets and manage construction-related expenses.
5. Develop and implement work standards.
6. Prepare clear and concise records, reports, correspondence and other written materials.
7. Exercise independent judgment and initiative within established guidelines.
8. Establish and maintain effective working relationships with those encountered in the course of the work.

9. Anticipate hazards and prevent injury to employees and the public.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent; and five years of journey-level experience in one of the building trades, including at least two years of lead or supervisory experience, and a year of experience in parks construction and maintenance; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

1054 TRADES SUPERVISOR. Adopted: 07-01-92; Revised: 09-28-99

Revised: 02-26-09 Updated title of comparison class under Distinguishing Characteristics

June 2009 - Change Job Class number from 7831 to 30000760, due to system change.