

CLASS SPECIFICATION
Parks Maintenance Supervisor I

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans, schedules, assigns, supervises and evaluates the work of personnel engaged in the construction, maintenance and repair of City parks and related systems, equipment and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the first-line supervisor in a Parks Zone or in the Grounds Maintenance group of the Water Bureau. Incumbents are responsible for organizing, assigning, supervising and inspecting the work of skilled and semi-skilled personnel engaged in the maintenance of City parks and related facilities and equipment, such as athletic playing fields, hydroparks, playground and grounds maintenance equipment, fences and irrigation systems. With direction from a higher-level manager incumbents are responsible for implementing the unit's goals, objectives and work plans, supervising and training staff and directing day-to-day activities.

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 annual 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.
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, lays out, schedules, inspects and evaluates the work of skilled and semi-skilled personnel engaged in the maintenance of equipment and the construction, maintenance and improvement of City parks and related systems and facilities, such as athletic playing fields, hydroparks, playground and grounds maintenance equipment, irrigation systems, backflow prevention devices, fences, sidewalks and parking lots.
5. Participates in the development and implementation of short- and long-range work plans and specifications for projected projects.
6. Estimates labor, material and equipment requirements for assigned work and projects; requisitions parts, tools, equipment and material for assigned work and projects.
7. Responds to citizen complaints or inquiries by phone or in person.
8. Coordinates the work of the unit with other staff, zones, divisions, bureaus and agencies; meets with other staff, zones, divisions, bureaus or community groups.
9. Ensures compliance of the unit's activities to pertinent codes, regulations and guidelines.
10. Inspects the work of City personnel and contractors to ensure compliance with policies, specifications, standards and contract provisions.
11. Provides technical assistance to staff and others regarding the maintenance and care of parks, landscaped areas, equipment and related facilities.
12. Determines and directs the application of fertilizers and pesticides.
13. Prepares and submits regular operations and maintenance reports.
14. Carries out the City's safety program for a work unit; 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.
15. Maintains and updates written manuals and instructions.
16. Responds to emergency calls and provides appropriate staff response.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, practices, techniques, tools, material and equipment used in the construction and maintenance of large landscaped areas, including associated buildings, structures, equipment and facilities.
2. Principles and practices of effective employee supervision, including training, work evaluation and discipline.
3. Safety practices and equipment relating to the work.
4. Codes, ordinances, and guidelines pertaining to the work.

5. Computer applications pertaining to the work.

Ability to:

1. Plan, organize, supervise, assign, inspect, and evaluate the work of others.
2. Supervise and direct a large landscape or equipment maintenance program.
3. Select, motivate and evaluate staff and provide for their training and development.
4. Analyze complex operational problems, evaluate alternatives and recommend or adopt effective courses of action.
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 and communications with those encountered in the course of the work.

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; supplemented by training and education in the field of horticulture or a closely related field; and six years of journey-level experience in the construction and maintenance of parks and other landscaped areas; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Pesticide Applicator License issued by the State of Oregon.

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 depends, 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):

1132 FACILITIES & MAINTENANCE SUPERVISOR. Adopted: 07-01-92; Revised: 06-25-93, 08-1595

1054 TRADES SUPERVISOR. Adopted: 07-01-92

Revised: 10-04-05 (Changed Division to Zone)

Revised: 4-23-08 Added hydroparks

June 2009 - Change Job Class number from 7830 to 30000759, due to system change.