

CLASS SPECIFICATION
Parks Turf Maintenance and Irrigation Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans, schedules, assigns, supervises and evaluates the work of personnel engaged in the construction, management, maintenance and repair of water management irrigation systems, in the care, construction, installation and maintenance of turf, utility turf, and sports turf in City parks, the maintenance and repair of the turf mower fleet and other motorized implements and equipment utilized by turf and other maintenance and repair staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class have administrative, financial and managerial responsibilities for planning and directing the construction, alteration, modification and maintenance of City park turf and irrigation systems and oversight of the maintenance and repair of motorized implements and equipment utilized by turf and other maintenance and repair staff. Incumbents are responsible for organizing, assigning, supervising and inspecting the work of skilled and semi-skilled personnel engaged in the installation, maintenance and repair of irrigation systems, including installation of backflow prevention devices, applying water use and conservation practices; and in the care, construction, installation and maintenance of turf, including overseeding, fertilizing, aerating, topdressing, turf renovation, new turf field construction and installation, and assessing turf health and disease problems; and in the oversight of the maintenance and repair of the turf mower fleet and other motorized implements and equipment utilized by turf and other maintenance and repair staff.. Incumbents are responsible for formulating and developing assigned unit goals and objectives as related to bureau goals, supervising and inspecting the work of assigned personnel and directing day-to-day activities. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines.

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; develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the annual work unit budget; 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 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, schedules, inspects and evaluates the work of skilled and semi-skilled personnel engaged in the installation, maintenance, and repair of computerized and manual irrigation systems, and cross connection control program devices; in the installation, maintenance and repair of Parks' utility and sports turf fields ; in the care and maintenance of utility turf and sports turf, and the operation, maintenance and repair of irrigation and turf equipment including the turf mower fleet and other motorized implements and equipment used by turf and maintenance and repair staff.
5. Effectively recommends strategies for the development and implementation of short and long-range work plans and specifications for projected irrigation and water conservation management projects, turf maintenance, construction of new utility turf and sports turf fields and enhancement and renovation projects, testing of drought tolerant and disease resistant species; and the replacement or purchase of additional turf mower equipment and other motorized implements and equipment used by maintenance and repair staff.
6. Inspects parks and facilities, reviews work requests, complaints and other requests for services received from other bureaus, divisions, work units or the public, develops and evaluates solution options, and prioritizes work.
7. Estimates labor, material and equipment requirements for assigned work and projects; requisitions parts, tools, equipment, and material for assigned work and projects.
8. Evaluates programs in terms of cost and program goals; determines priorities and schedules; allocates division funds and resources; develops and implements preventative maintenance programs; recommends the replacement and/or purchase of new turf mower and other motorized implements and equipment used by maintenance and repair staff.
9. Inspects work of crews and staff to assure compliance with bureau standards, contracts, project specifications, client instructions, or other identified standards.
10. Provides effective recommendations on project budgets. Monitors project and general maintenance budgets and reports discrepancies. Approves expenditures within established guidelines.
11. Responds to citizen complaints or inquiries by phone, e-mail, or in person.

12. Coordinates the work of the unit with other staff, divisions, bureaus, and agencies; meets with other staff, divisions, bureaus, or community groups.
13. Coordinates the development and execution of interagency agreements governing access to bureau water resources, provision of irrigation services, mowing and turf maintenance services and construction activities for turf and irrigation projects, and shared conservation efforts.
14. Ensures compliance of the unit's activities to pertinent codes, regulations and guidelines.
15. Inspects the work of City personnel and contractors to ensure compliance with policies, specifications, standards, and contract provisions.
16. Provides technical assistance to staff and others regarding irrigation design and operation, the sustainable maintenance and care of sports turf, park turf, parks landscaped areas, , and related facilities, and develops and implements training programs to enhance individual and team skills.
17. Oversees and manages the work of well drillers, irrigation, and landscape contractors. Coordinates bids for small to moderate sized projects.
18. Prepares and submits regular operations and maintenance reports to communicate water conservation to reduce water usage and cost, improved landscape appearance, reduction of water runoff and reduced fertilizer and chemical requirements.
19. Prepares and submits regular reports on construction, maintenance and repair, turf maintenance and enhancement activities, and sports field maintenance activities undertaken to assure active recreation areas meet applicable safety standards.
20. Carries 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 practices, and potential hazards presented by their work environment.
21. Maintains and updates written manuals and instructions.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, practices, techniques, tools, material, and equipment used in the installation, construction and maintenance of large landscaped areas, including computerized and manual irrigation systems for large landscaped areas, and landscape storm water facilities.
2. Function, application, and terminology of irrigation systems and their components.

3. Turf installation and maintenance techniques, including mowing, turf renovation, integrated pest management, and other cultural practices; equipment maintenance techniques; landscape maintenance; safe fertilizer and herbicide application techniques.
4. Principles, practices and methods of municipal budget development and management.
5. Principles and practices of effective employee supervision, including training, work evaluation and discipline.
6. Contracting and contract management procedures.
7. Safety practices and equipment relating to the work.
8. Codes, ordinances, and guidelines pertaining to the work.
9. Fluid mechanic principles and engineering practices.
10. Water conservation practices, water use auditing and central irrigation systems.
11. Equipment maintenance, repair and replacement for the turf mower fleet and other motorized implements and equipment used by maintenance and repair staff.

Ability to:

1. Plan, organize, supervise, assign, inspect, and evaluate the work of others.
2. Supervise and direct landscape development projects including large irrigation, water conservation, and turf maintenance and installation programs.
3. Supervise general mechanics in the maintenance, repair and replacement of turf mower fleet and other motorized implements and equipment used by maintenance and repair staff.
4. Select, motivate and evaluate staff and provide for their training and development.
5. Analyze complex operational problems, evaluate alternatives and recommend or adopt effective courses of action.
6. Review plans, specifications and proposals and comment effectively verbally and in writing to peers, professionals, contractors, and groups regarding code compliance, constructability, durability and maintainability of various features proposed for installation in parks.
7. Develop and implement work standards.
8. Prepare clear and concise records, reports, correspondence and other written materials.

9. Exercise independent judgment and initiative within established guidelines.
10. Establish and maintain effective working relationships 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; and six years of journey-level experience in the installation, construction and maintenance of irrigation systems for parks and other landscaped areas; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid driver's license.

Required within six months of employment:

Landscape Irrigation Auditor's License (Irrigation Association)

Backflow Assembly Tester Certificate (State of Oregon)

Public Pesticide Applicators License (Oregon Department of Agriculture)

Erosion and Sediment Control Certification (The Urban Watershed Institute)

Recommended within 12 months

Irrigation Designer Certificate (Irrigation Association)

Specific certification requirements may be added, amended, or discontinued as deemed necessary by the Bureau of Parks and Recreation.

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 Parks Irrigation Maintenance Supervisor class (JCN 7832) 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, 08-15-95

Revised: 11-02-06 Added "Turf Maintenance" to spec and job class title.

June 2009 - Change Job Class number from 7832 to 30000761, due to system change.

Revised 3-28-13 - Added equipment and higher level strategic duties

Revised 1-15-16 – Removed equipment duties.

