

CLASS SPECIFICATION
Parks Maintenance Supervisor II

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

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

DISTINGUISHING CHARACTERISTICS

This single-incumbent position oversees the complex maintenance functions of the most prominent parks in the City Parks system, specifically those in the West Service Zone – Downtown/NW. The incumbent is responsible for organizing, assigning, supervising and inspecting the work of skilled and semi-skilled personnel engaged in the maintenance of these high-profile City parks and their related facilities and equipment, such as athletic playing fields, hydro parks, playground and grounds maintenance equipment, fences and irrigation systems. The incumbent also works closely with the public, City political leaders, community groups, city contractors, tenants and non-profit organizations to program, support and sustain these high profile parks and associated amenities. With general direction from the West Zone manager, the incumbent is responsible for implementing the unit's goals, objectives and work plans, supervising and training a large maintenance and horticultural staff and directing day-to-day activities.

Parks Maintenance Supervisor II is distinguished from Parks Maintenance Supervisor I in that the former typically supervises a large staff with more higher-skill level Parks employees (including Horticulturists and Botanic Specialists), and is responsible for the management and maintenance of the most high-profile, prominent destination parks in the City.

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 perform-

ance 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 high profile 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. Acts as main point of contact for community groups, politicians, and non-profit and high-profile community organizations including the Royal Rosarians, the Portland Rose Association, the Portland Rose Festival Organization, the Portland Business Alliance, the Japanese Garden Board and Resource Committee, Oregon Zoo, the Children's Museum and World Forestry Center; works with community groups and organizations to facilitate high-profile City events with large number of attendees, which receive high visibility for bureau and City; 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 and contractors; meets with other staff, zones, divisions, bureaus, contractors 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, mentoring, work evaluation and discipline.
3. Principles, practices, terminology and methods necessary for supervising and guiding work of horticultural/botanical scientists.
4. Safety practices and equipment relating to park maintenance.
5. Codes, ordinances, and guidelines pertaining to the work.
6. Computer applications pertaining to the work including reporting, records management, public outreach and communication.

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. Interact with high-profile groups, and deal with large, highly visible and potentially politically sensitive events.
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. Develop and implement work standards.
7. Prepare clear and concise records, reports, correspondence and other written materials.
8. Exercise independent judgment, political sensitivity and initiative within established guidelines.
9. Establish and maintain effective working relationships and communications with those encountered in the course of the work.
10. Balance interests of citizens, park users, and businesses in the downtown core.

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. A history of supervisory experience within the field or a closely related field is preferred. Additional training in

relevant computer applications such as Microsoft Word, Excel, Access, Outlook, etc. required to effectively meet position requirements.

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: 08-24-11