

CITY OF RIVERBANK

PARKS AND FACILITIES MAINTENANCE SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, supervises, coordinates, directs, and evaluates the work of staff involved in the maintenance of parks, landscapes, swimming pools, playgrounds, and City facility custodial activities; assists in the research and implementation of new programs; ensures safe work practices, work quality, and accuracy; maintains appropriate work records which may include timecards and work orders; serves as a technical resource for assigned staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Parks and Facilities Maintenance Supervisor** is the supervisory level classification responsible for overseeing the Parks and Facilities Maintenance function within the Parks and Recreation Department. The incumbent is responsible for planning and scheduling staff assignments, and monitoring work production. The incumbent provides ongoing monitoring of service delivery, and responds to customer complaints and concerns. This classification is distinguished from the next higher classification of Director of Parks and Recreation in that the latter is responsible for overseeing all functions and operations of the Parks and Recreation Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Parks and Recreation. Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in the maintenance and repair of parks, swimming pools, playgrounds, and related facilities and lighting; supervises the custodial and building maintenance functions for all City facilities; oversees the City's Urban Forest Program; implements safety programs and ensures safe work practices, work quality, and accuracy; oversees and monitors maintenance work and activities provided by outside contractors.
- Participates in the development and implementation of goals, objectives, policies, and procedures; evaluates work methods and procedures for improving unit performance and meeting goals; ensures that goals are achieved; assists in the research and implementation of new programs.
- Participates in the selection and training of Parks and Facilities Maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides or arranges for necessary training; initiates discipline procedures as is appropriate.

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- Develops and monitors schedules, methods, and procedures for performing assigned duties; conducts daily inspections of work in progress; monitors work activities to ensure safe work practices, work quality, and customer service; ensures compliance with applicable rules, policies, and procedures; maintains appropriate work records and documents; prepares statistical and/or analytical reports on operations as necessary.
- Participates in the development of the Parks and Facilities Maintenance budget; assists in monitoring the approved budget; coordinates with outside vendors for various supplies and services; oversees and maintains the inventory, maintenance, and operating condition of departmental tools, equipment, and supplies; requisitions and orders needed materials, parts, and equipment.
- Evaluates and recommends work projects and activities; estimates time, materials, and equipment necessary for successful completion of work; identifies and reviews resource needs with appropriate management staff; allocates resources accordingly; schedules work with outside contractors.
- Participates in all Parks Maintenance activities, including sprinkler installation and repair, facility repairs and facility custodial activities; inspects parks and facilities and identifies maintenance needs; supervises and assists in the application of herbicides and pesticides; supervises and participates in the operation of construction and maintenance equipment and/or machinery including construction vehicles, power tools and equipment.
- Addresses and responds to customer service questions, inquiries, and concerns; establishes and maintains a customer service orientation within the Unit.
- May be assigned to assist other City maintenance divisions/departments in completion of projects or assignments.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing up to 90 pounds. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust, and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Parks and Facilities Maintenance Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible experience in parks or facilities maintenance, including two years of lead or supervisory experience, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a Class B California driver's license. Possession of, or ability to obtain a Playground Safety Inspector certification and a Pool/Spa Operator certification. Possession of, or ability to obtain, a Pesticide Applicator's Certificate issued by the State of California.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practices of parks and public facilities maintenance and repair; operational characteristics of specialized construction, landscaping, and maintenance materials, tools, and equipment; characteristics of irrigation systems, timers, and controls; principles and practices of pool maintenance; methods and requirements of playground maintenance; principles and practices of project development and cost estimating; principles of urban forest management; principles and practices of budget development and administration; methods and techniques of supervision, training, and motivation; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

Ability to:

Supervise and direct the operations and activities of the Parks and Facilities Maintenance Division in the Parks and Recreation Department; plan, organize and direct the work of subordinate staff; safely operate a variety of tools and equipment used in construction, maintenance and repair; estimate time and materials for completion of projects; coordinate and conduct training programs for staff; respond to issues and concerns from the community; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools, and materials; operate an office computer and a variety of software applications.