

## LANDSCAPE AND PARK MAINTENANCE SUPERINTENDENT

### **Job Summary:**

Under the general direction of the Director of Community Services/Parks and Recreation, the Landscape and Park Maintenance Superintendent performs difficult, professional, and administrative work managing and supervising the Park Grounds and Park Maintenance Operations within the Community Services/Parks and Recreation Department.

### **Essential Duties and Responsibilities:**

(The functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

- Plans, organizes, staffs, coordinates, evaluates, directs, and controls various divisional maintenance activities involving park maintenance, the service and repair of aquatic facilities, the Civic Center (City Hall, Carson Events Center, and their surrounding grounds), athletic/sports fields and courts, and various soft and landscaped areas at the City's recreation facilities
- Evaluates maintenance needs, recommends programs or action plans to respond to these needs, and implements these plans
- Prepares and manages Division budgets and controls expenditures
- Coordinates inventory and supply procedures
- Recommends maintenance programs, establishes standards of performance, and quality control of work/projects
- Analyzes productive output to disclose areas needing improvement, and to forecast future requirements for personnel, supplies, services, and equipment
- Makes periodic inspections of work in progress and upon completion
- Administrates and enforces service contracts associated with assigned areas of responsibility including, but not limited to, maintenance of landscape agreements
- Prepares reports and correspondence; maintains records on the status of operations.
- Supervises, trains, and evaluates personnel; enforces rules and regulations
- Makes presentations on issues related to the maintenance of the parks to the City Council, Commissions/Committees/Boards, outside agencies, community organizations, and the public.
- Attends meetings and represents the Division
- Provides information to and consults with the public
- Serves on primary emergency response team in cases of emergency or disaster, in a position assigned by the City's Emergency Plan
- Reads and interprets blueprints, plans and specifications
- Seeks grant opportunities to fund maintenance projects
- Develop goals and performance measures
- Coordinates staff trainings and assigns employee attendance
- Developing and recommending priorities for asset management tasks such as preventative maintenance, repairs, and replacement
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements
- Coordinate assigned park maintenance or urban forestry program services and activities with those of other divisions, departments and outside agencies and organizations
- Performs related duties as required

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and/or Experience:**

A Bachelor's degree and five (5) years of full-time paid increasingly responsible experience in the landscape and park maintenance operations, including three (3) years of supervisory experience in related areas as indicated. Any combination of equivalent professional experience may provide the required knowledge and ability to substitute for the educational requirement.

**Knowledge of:**

- Principles of supervision and training
- Office practices and procedures.
- General record keeping practices.
- Budget preparation and control.
- Methods, materials, tools, and equipment used in the maintenance and improvement of landscaping, and field maintenance.
- Inspecting, monitoring, and evaluating work-related conditions for compliance with prescribed health and safety standards and regulations
- Organization and management of a comprehensive maintenance program for municipal parks, buildings, grounds, and facilities.
- Maintenance needs of grounds, and various public facilities/properties.
- Maintenance needs and requirements associated with fleet, including light and heavy-duty vehicles
- Contract development and administration.
- Interpersonal skills, using tact, patience, and courtesy.
- Planning and Work Distribution.
- Proper operation and care of maintenance tools and equipment.
- City organization, operations, policies, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Operation of computer software and hardware.

**Skill and Ability to:**

- Efficiently and effectively manage the assigned subordinate divisions and sections.
- Estimate costs and develop and implement a budget for the assigned area of responsibility.
- Maintain accurate records.
- Supervise and direct day-to-day activity of assigned personnel.
- Read and interpret engineering plans and specifications.
- Effectively communicate orally and in writing.
- Comply with a City Council agenda process and develop agenda reports.
- Knowledge of park maintenance, urban forestry and beautification methods and techniques.
- Knowledge of safety practices applicable to landscape maintenance & urban forestry activities.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Coordinate and supervise Landscape and Park Maintenance operations and activities within a city.
- Analyze all maintenance needs and recommend appropriate programs and services.
- Train, supervise and evaluate personnel
- Prioritize, schedule, assign, monitor and review work.

- Meet schedules and timelines.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Operate equipment and machines used in all maintenance operations and activities.
- Observe legal and defensive driving practices.
- Enforce and comply with all safety standards and requirements, and provide needed training, when required
- Utilize computers and related software, including financial systems, maintenance.

**Physical Requirements and Working Conditions:**

- Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class are normally:
- Required to be on call and/or on standby.
- Require the mobility to stand, stoop, reach and bend on a regular basis.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to wear Personal Protective Equipment in response to emergency situations.

**License or Certificate:**

Possession of a valid California Class C driver's license is required. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Must Possess or be able to attain within six months of the date of hire, the following:

1. Qualified Applicators Certificate or License
2. Certified Landscape Irrigation Auditor Certificate
3. Certified Playground Safety Inspector (CPSI)

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