



PARKS AND STREETS MAINTENANCE SUPERVISOR

Department:	Public Works	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the direction of the Public Works Director, serves as Supervisor for the City's Public Works Department; supervises, schedules, plans, coordinates and directly participates in the activities of assigned maintenance work crews; is directly responsible for maintaining City facilities, Streets, and or Parks depending on area of assignment; provides general maintenance assistance to City Departments; prepares maintenance records; and performs other related duties depending on assigned area of responsibility.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides supervision, oversight and direct participation in the day-to day operations of either the City Parks / Grounds Division or the Streets Division depending on assignment. Including but not limited to maintenance, operations, equipment repairs, and other duties related to the daily operations of their assigned area of responsibility.
- Participates in the developing, administering, and monitoring of the budget for their assigned area of responsibility.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, regulatory requirements, and safety practices.
- Prepares and maintains employee work schedules; assigns work duties and monitors the quality and progress of work performed by assigned staff.
- Determines personnel, equipment and materials needed for work assignments working with outside vendors within the adopted City policies for procurement wherever necessary.
- Monitors and ensures that all facilities, systems, and equipment are safely and properly maintained in accordance with all applicable best practices and or regulatory requirements.
- Conducts inspections of Parks, Grounds, Buildings, Streets/Roads, Signs and other elements associated with their particular area of assigned responsibility to identify and determine areas in need of maintenance and or improvement.
- Explains and ensures the safe and proper use of equipment, materials, methods, and procedures.
- Observes and assesses operational practices; recommends and implements changes necessary to improve operation effectiveness and / or efficiency within their assigned area of responsibility.
- Responds to all customer issues as they relate to their particular area of responsibility as assigned.

JOB DESCRIPTION

Parks and Streets Maintenance Supervisor

- Determine and coordinate the equipment, personnel and materials for special projects in respect to their particular area of assigned responsibility.
- Complete and compile a variety of work reports and maintenance work records as they relate to their area of assigned responsibility.
- Acquires, monitors and supervises outside contractors wherever applicable to the needs of their area of assigned responsibility.
- Responds to emergency and after hour calls when needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND one year customer service experience; AND three years of progressive responsibility and varied experience involving the design, construction, maintenance, and operation of a variety of public works facilities including streets, parks and buildings; AND one year in a supervisory capacity; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Possession of a Qualified Applicator Certificate as issued by the California Department of Pesticide regulation licensing/Certification Program within six months of employment.

Required Knowledge of:

- Public Works Department operations, policies, and procedures.
- Principles and best management practices associated with buildings, grounds, parks, streets and facilities maintenance and construction.
- Both State and Federal regulations governing the maintenance of public buildings, grounds, streets and other related facilities / equipment.
- Various types of construction and maintenance equipment relative to Public Works Operations.
- Safe handling procedures for a variety of chemicals and fertilizers.
- Maintenance records, reports and documentation.
- Inventory control procedures.
- Common landscape pests and diseases and how to eradicate them.
- General supervisory principles, practices, and methods.
- Basic computer and software programs such as or similar to Microsoft Word or Excel.

Required Skill in:

- Leading and coordinating the activities of maintenance work crews
- The tasks necessary to properly repair and maintain City Streets, Facilities, Grounds, Parks, Buildings and related Facilities

JOB DESCRIPTION

Parks and Streets Maintenance Supervisor

- Establishing and maintaining cooperative working relationships with work crew personnel, City Departments, outside agencies, vendors, suppliers, and the general public.

Ability to:

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor environments.
- Subject to sitting, typing, standing, walking, bending, reaching, crouching, climbing ladders, working at heights, operating equipment, performing manual labor, and lifting of objects up to 50 lbs.
- Exposure to variable weather conditions, dust, vehicle traffic, machinery with moving parts, and noise from equipment operations, hazardous materials/chemicals, and infectious diseases is involved.