

**CITY OF LOS ANGELES  
CIVIL SERVICE COMMISSION**



**CLASS SPECIFICATION**  
POSTED JUNE 1999

2-28-97

**PARK MANAGEMENT INTERN, 3144**

**Summary of Duties:** Prepares for advancement into supervisory positions in the City's park system while performing skilled gardening and landscaping work in parks, recreation centers, golf courses, and other landscaped areas; participates in planning, engineering, construction, and administrative work in various park system offices, as a trainee, on a rotating basis; and does related work.

**Distinguishing Features:** A Park Management Intern performs a variety of duties and responsibilities related to park development and maintenance, as a trainee, to prepare for advancement into park supervisory positions. This class differs from other trainee classes in that work performed prepares the employee specifically for supervisory positions in park development and maintenance activities. Employment in this class is limited to three years, during which time the employee is expected to qualify for promotion to full-time supervisory work in a higher class.

**Examples of Duties:** A Park Management Intern:

- Rotates through training assignments performing skilled gardening and landscape work in parks, recreation centers, golf courses, grounds of public buildings, and other landscaped areas;
- Participates in facilities inspection, construction activities, park and facilities planning, minor engineering work, personnel and budget administration and administrative work in various offices of the park system.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A general knowledge of:**

- Methods of propagating and maintaining trees, plants, and shrubs commonly found in City parks;
- Maintenance requirements of municipal parks and related facilities.

**The ability to:**

- Learn the practices and procedures of maintaining City parks and related facilities along with the methods of directing, scheduling, coordinating, inspecting, and evaluating such work.

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 depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

**Minimum Requirements:**

Graduation from a recognized four-year college or university with a major in park administration or management, horticulture, botany, agriculture, forestry, landscape architecture, landscape contracting, or a closely related field.

**License:** A valid California driver's license is required.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**