



CLASS SPECIFICATION

2-8-07

PARK MAINTENANCE SUPERVISOR, 3145

Summary of Duties: A Park Maintenance Supervisor directly supervises a group of employees engaged in grounds and/or golf course maintenance, building custodial maintenance, or landscaping; or directs the grounds maintenance, building maintenance, or repair activities for a major organizational unit or for a geographic area consisting of numerous parks, golf courses, or Department of Water and Power high-voltage energized facilities; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Distinguishing Features: A Park Maintenance Supervisor supervises the work of employees engaged in landscape maintenance and refurbishment, grounds maintenance, and custodial maintenance; irrigation and landscape construction; or maintenance of a regulation 18-hole or 9-hole golf course; and weed abatement around high-voltage, energized facilities. A Park Maintenance Supervisor may supervise landscape and recreation area maintenance activities for several locations within a geographic area, for a single large facility, or for a specialized activity. In addition to supervising gardening and custodial employees, an incumbent may be required to provide supervision over equipment operating personnel, Building Repairers, Irrigation Specialists, and others when assigned work requires. Periodic inspections, meetings, and the review of reports are means by which Park Maintenance Supervisors are expected to assure conformance with procedures and the attainment of standards.

Example of Duties:

Supervises employees engaged in:

- The installation and maintenance of irrigation systems and landscape areas;
- Spraying and applying pesticides;
- Fertilizing and irrigating golf turf, trees, shrubs and other perennials and annuals;
- Mowing, maintaining and fertilizing park and golf turf areas, greens, lawns and other landscaped areas;
- Maintaining roadsides and slopes and specialized ornamental grasses;
- Grading landscape areas;
- Maintaining beaches, ball fields, play areas, bowling greens, park lakes, equestrian trails, parking areas, rest rooms, golf course clubhouses, and other facilities and buildings;
- Operating specialized equipment such as greens aerifier, putting green mowers, sod cutters, top dressing spreaders, and mechanical sand trap rakes;
- Controlling rodents and repairing greens damage due to weather and/or vandals;
- Landscaping and maintaining clubhouse areas;
- Maintaining lakes and ponds;
- Operating light tractors, trucks, hand and power gardening and grading tools, and related equipment; and
- Weed abatement around high energy output equipment.

A Park Maintenance Supervisor:

- Instructs and trains subordinates in landscape maintenance, the operation of gardening equipment, vehicle maintenance and golf maintenance;

- Directs the setting up of platforms and booths for special events at playgrounds;
- Answers questions and resolves complaints from the public concerning gardening, landscaping and maintenance work;
- Ensures compliance with the Illness and Injury Prevention Program and other safety-related measures;
- Ensures that safety training meetings are held regularly which may include the implementation of new and ongoing Safety Directives;
- Instructs classes for the in-service training program;
- Requisitions new materials such as tools, grass seeds, fertilizers, and sprays;
- Maintains employee and equipment records and prepares related reports;
- Prepares cost estimates and bid packages for weed abatement and brush clearance contracts and inspects the work of contractors to ensure their satisfactory performance and compliance with contract provisions;
- Conducts investigations and provides written reports concerning employee issues, liability claims, and patron complaints;
- Develops and prepares budgetary requests that justify the need for staffing, equipment, and supplies;
- Occasionally instructs employees on plant propagation in a nursery; how to make minor repairs to fences, concrete areas, buildings, water pipes, or sprinkler systems; and how to lay out and estimate the cost of landscaping new areas including ball diamonds and play areas;
- Occasionally supervises Equipment Operators and other skilled personnel when required; and
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications:**Knowledge of:**

- Common and botanical names of trees, shrubs, plants, and grasses used in parks, golf courses, and other landscaped areas;
- Types and uses of insecticides, herbicides, pesticides, fungicides, fertilizers, and other methods used to maintain and control plant growth, rodents, disease, and insects;
- Procedures used in planting and maintaining, methods, material and equipment used in fertilizing, irrigating, propagating, cultivating, spraying, pruning, mowing and trimming trees, shrubs, plants, grasses, greens used in parks, golf courses and other landscaped areas;
- Maintenance and repair of buildings and grounds, including playgrounds;
- Use and care of gardening, maintenance equipment, tools and specialized equipment such as greens aerifiers, putting green mowers, sod cutters, top dressing spreaders, mechanical sand trap rakes, sophisticated sprayers, and safe working practices applicable to their use;
- Golf playing rules as related to the proper placement of tees, markers, and hazards;
- Cup installation and rotation;
- Landscaping, irrigation, and drainage methods and techniques;
- Techniques of training, instructing and evaluation of subordinates' work performance;
- Techniques for counseling, disciplining and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity as set forth in the City's Equal Opportunity Plan;

- Memoranda of understanding as they apply to subordinate personnel;
- City personnel rules, policies and procedures;
- Principles of budget preparation and administration;
- Principles and practices of landscaping design;
- Principles and practices of inventory control and personnel utilization; and
- Safe working principles and practices in accordance with Occupational Safety rules and regulations.

The Ability to:

- Plan and conduct employee training in gardening, grounds keeping, and maintenance of buildings, tees, fairways, grounds, and hazards;
- Supervise the trimming and pruning of shrubs and trees;
- Speak effectively in public and to groups of people to instruct and inform;
- Direct the maintenance and minor repair of buildings, facilities, and equipment including sprinkler systems;
- Deal tactfully and effectively with the public and others;
- Maintain records and prepare reports;
- Read and understand planting and landscaping plans;
- Plan, lay out, train, and supervise the work of a large staff of employees working in various locations, including golf courses;
- Prepare landscape sketches, specifications, and planting lists, including estimates of labor, materials, and equipment requirements;
- Recognize plant diseases and safety hazards at parks, golf courses, and DWP facilities, and take necessary corrective action;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Compose written reports in comprehensive correct English;
- Operate a personal computer to type reports using word processing programs; and
- Read and respond to e-mails.

Minimum Requirements:

Two years of full-time paid experience with the City of Los Angeles as an Irrigation Specialist, Senior Gardener, or in a class which is at least at that level and which provides experience in supervision of employees engaged in gardening.

One year of accredited college education with at least 12 semester or 18 quarter units in horticulture, botany or a related field may be substituted for one year of the required experience.

Physical Requirements: Strength to perform average lifting of not less than 5 pounds and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight.

Licenses:

A valid California driver's license may be required prior to appointment.

A California, Department of Pesticide Regulation, Pest Control Advisor License and/or Qualified Applicator Certificate may be required for some positions.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made

on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

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 and responsibilities of any position shall be.