



THE CITY OF LOS ANGELES

 Notes Folder  
 CIVIL SERVICE COMMISSION

9-19-75

**CLASS SPECIFICATION**

3165

**CHIEF PARKS MAINTENANCE SUPERVISOR**

Summary of Duties: Directs the maintenance of grounds and the custodial care of buildings at City park and recreation areas and facilities; and does related work.

Distinguishing Features: An employee of this class is responsible for administering the Maintenance Division of the Department of Recreation and Parks. This involves directing a large number of employees engaged in the routine maintenance of City parks, playgrounds, camps, golf courses, and other recreation areas, facilities, and buildings, through Principal Park Maintenance Supervisors in charge of maintenance areas. Normally, an employee of this class is not responsible for the supervision of craft personnel.

The work of this class differs from that of Principal Park Maintenance Supervisor and Horticultural Supervisor in that it does not require a technical knowledge of landscaping and plant propagation.

Examples of Duties: Plans and coordinates personnel, equipment, and material needs for the maintenance and custodial work at recreation facilities and areas, including cleaning buildings, marking play areas, mowing lawns, and caring for plants, shrubs, and trees; directs cleaning and maintenance work at golf courses and camps;

Assigns, supervises, and reviews, normally through Principal Park Maintenance and Senior Park Maintenance Supervisors and Park Maintenance Supervisors, the work of a large number of employees in a wide variety of maintenance, custodial, and other classes; makes field inspections to evaluate the quality and quantity of maintenance and custodial work being performed and to determine more effective methods of performing this work;

Instructs employees relative to regulations, methods, and procedures pertinent to their work and assures conformance thereto; plans, organizes, coordinates, and may conduct in-service training programs in cooperation with the Personnel Division; interviews and selects employees and approves personnel transfers; evaluates employees' work performance; resolves personnel problems and grievances and effects disciplinary actions;

Studies new equipment, tools, and methods to determine their application to Division maintenance and custodial practices; determines need for new equipment and recommends purchase; prepares Division budget requests for personnel and equipment and

## Chief Parks Maintenance Supervisor - 2

reports of activities; prepares specifications for equipment and supplies, including trucks, power mowers, seed, spray materials, and custodial supplies;

Coordinates maintenance and custodial functions with the scheduled activities of the Recreation Branch and the work of other divisions; and investigates maintenance and custodial complaints from the public and takes corrective action.

Qualifications: A thorough knowledge of the materials, methods, and equipment required in a comprehensive program of building and grounds maintenance and custodial care; a thorough knowledge of the location and of the custodial and maintenance requirements of City recreation and parks areas; a good knowledge of names, planting, and care of the varieties of plants, flowers, shrubs, trees, and grasses commonly used in park and playground areas in Southern California; a good knowledge of the materials and methods used in insect, disease, and weed control; a good knowledge of the preparation, maintenance, and rehabilitation of greens; a good knowledge of the layout and maintenance requirements of a variety of play areas including basketball courts and baseball fields; a good knowledge of the principles of supervision; a good knowledge of the laws and regulations related to equal employment opportunities and affirmative action; a good knowledge of memorandums of understanding as they apply to subordinate personnel; a general knowledge of Civil Service Commission Rules; the ability to supervise a large group of employees engaged in custodial and gardening work; the ability to plan and conduct employee training in gardening, maintenance, custodial, and supervisor techniques; the ability to prepare or direct the preparation of correspondence and reports; and the ability to deal tactfully and effectively with employees and the public.

Two years of experience as a Principal Park Maintenance Supervisor or in a class which is at least at that level and which provides line or functional supervisory experience over employees engaged in ground maintenance and custodial activities is required for Chief Parks Maintenance Supervisor.

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

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight. A handicapped person missing one or both feet and/or legs who wears adequate prosthesis might be capable of performing the duties of this position. Such determination must be made by the medical examiner on an individual basis.