



## CLASS SPECIFICATION

2/22/07

### PLAYGROUND EQUIPMENT SUPERVISOR, 3325

**Summary of Duties:** Assigns, reviews and evaluates the work of employees engaged in the maintenance, repair and installation of playground equipment; applies sound supervisory principles and techniques in building and maintaining an effective work force; and performs related work.

**Distinguishing Features:** A Playground Equipment Supervisor directs, coordinates, and inspects the work of employees engaged in the playground equipment safety and repair program. An employee of this class is responsible for planning and implementing a playground installation program for equipment, including determination of the extent of repairs. Assignments are in terms of objectives, and the employee is responsible for the quantity and quality of work performed.

**Example of Duties:** A Playground Equipment Supervisor:

- Trains, supervises, and reviews the work of the playground installation crew;
- Directs preparation of proposed play area installations, improvements and monthly inspections;
- Instructs crew in appropriate installation and maintenance procedures and checks work in progress;
- Works with other crafts as needed and directs equipment operators, plumbers, cement finishers, electricians and carpenters as needed to grade and dig out for new installations, install or move piping for drinking fountains and electrical wiring for lighting and irrigation, install walls and concrete walkways, and to install wood forms for concrete slabs;
- Inspects work in progress on new installations and works with contractors engaged in the placement of new equipment and pits;
- Conducts inspection of pits to ensure that U.S. Consumer Product Safety Commission and American Society for Testing and Materials Standards requirements are met and certified by a Consumer Product Safety Inspector prior to opening to the public;
- Oversees the Inspection program and complies with safety regulations in the State of California Safety Regulations for Playgrounds;
- Ensures that a crew inspects each play pit on a monthly basis and collects information on frequency and types of repairs;
- Reviews records and generates job orders for repairs needed;
- Performs regular maintenance at intervals established by U.S. Consumer Product Safety Commission and American Society for Testing and Materials Standards;
- Schedules repair crews to work on job orders generated from the inspections and from field personnel;
- Evaluates equipment and play pit conditions to determine if they are deemed to be unsafe;
- Notifies management and site staff of play pits closures and dates for opening;
- Works with vendors and staff to obtain play equipment contracts; and

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

**Qualifications:****Knowledge of:**

- Methods, standards and equipment used in the operation, inspection, maintenance and repair of playground equipment;
- Materials and crafts commonly used in playground repair;
- Hazards involved and applicable safety precautions in all phases of playground repair work;
- Safety practices as applied to playground equipment;
- State of California Safety regulations for Playgrounds;
- Principles of supervision;
- Laws and regulations relating to equal employment opportunity and affirmative action;
- City Personnel Rules, Policies and Procedures; and
- Memoranda of Understanding as they apply to subordinate personnel.

**The Ability to:**

- Inspect the work of contractors for conformance to U.S. Consumer Product Safety Commission and American Society for Testing and Material Standards;
- Keep records and prepare reports;
- Apply supervisory principles and techniques;
- Deal tactfully and effectively with employees, contractors, and the public;
- Possess sufficient communication skills to understand and carry out work instructions;
- Plan, assign, coordinate and supervise the work of employees;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Prepare work schedules, and clear and concise activity and inspection reports;
- Devise safety practices;
- Give clear and concise oral and written instructions; and
- Maintain or supervise the maintenance of records of supplies and equipment, and estimate future requirements.

**Minimum Requirements:**

Five years of full-time paid experience with the City of Los Angeles in the installation, repair or inspection of children's play equipment, with at least two of these years being the lead over a crew performing such work.

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

**Physical requirements:** Strength to perform average lifting up to 15 pounds maximum and occasionally over 25 pounds; good speaking and hearing ability.

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 reasonably accommodate the 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, responsibilities, and required qualifications of any position shall be.**