

**PARK MAINTENANCE SUPERVISOR  
CLASS CODE 3145**

TASK LIST

Training and Supervision

1. Orients new employees by explaining job duties and requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and benefits.
2. Trains employees by explaining and demonstrating the maintenance of landscaped areas at City owned and leased facilities or properties, as well as building, vehicle, and golf course maintenance, custodial duties, and the operation of gardening equipment and then observing employee performance to ensure employees are properly trained and to determine ongoing training needs.
3. Plans, develops, trains, and supervises the work of a large staff of employees working in various locations performing grounds and landscaping maintenance, including, but not limited to, golf courses, airport grounds, play areas, City parks, and water facilities.
4. Instructs and supervises the installation and repair of irrigation sprinkler systems.
5. Directs the setting up of special events such as health fairs, dedications, groundbreaking, and press conferences by advising subordinate staff and others.
6. Develops employee performance standards, observes performance, reviews work, and monitors job progress in order to ensure safe and timely completion of work and that its quantity and quality are consistent with standards; makes adjustments as needed to work in progress.
7. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.

8. Discusses and coordinates activities of unit with other supervisors and/or other staff and divisions, governmental/outside agencies, and community organizations; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas, and suggestions in order to maintain a work environment that enhances employee morale and productivity.
9. Facilitates employees' work by ensuring necessary resources (e.g., tools, equipment, manuals, and work area) are available, instructing proper performance of efficient and effective procedures for assigned tasks, and answering questions.
10. Provides administrative supervision over skilled personnel when their services are required by scheduling, assigning, and reviewing their work.
11. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee in order to provide positive and negative feedback and identify developmental needs.
12. Conveys information to employees orally or in writing, including information from management such as policy changes or department objectives including, but not limited to, interpretations of City policies or MOU's, updated safety information, information about workplace violence and hazing, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate.
13. Applies the principles of Equal Employment Opportunity through the promotion of a positive work environment through training and discussion and monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation and taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
14. Listens to employee grievances and disputes to identify a fair solution based on facts and takes necessary action.
15. Counsels employees regarding personnel issues such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.

16. Schedules and maintains records of employees' time at work; tracks employees' hours; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.

#### Administrative and Budgetary

17. Requests and receives new materials such as tools, grass seeds, fertilizers, and sprays by speaking to vendors and requests purchase orders that are forwarded to the proper City entities for processing.
18. Familiarizes self with County Assessor's Map and blueprints in order to prepare cost estimates and bid packages for weed abatement, irrigation repair, and brush clearance contracts and inspects the work of contractors to ensure their satisfactory performance and compliance with contract provisions.
19. Assists in the preparation of budgetary requests that justify the need for staffing, equipment, and supplies by creating memos and spreadsheets on a personal computer.
20. Operates a personal computer to engage in e-mail correspondence with management, supervisors, and stakeholders, and to use word processing programs to type reports.
21. Keeps track of budget and spending, labor, and project logs by using computer programs.
22. Conducts investigations and provides written reports to management concerning liability claims and patron complaints.

#### Project Management

23. Operates a personal computer to access and operate a central irrigation system.
24. Reads, interprets, and analyzes numerical data such as building/plant height, square footage and water volume pertaining to landscape, irrigation, and construction plans in order to strategize how to manage a project and/or take corrective action when problems exist.

25. Reads planting, landscaping, and groundskeeping plans in order to prepare landscape sketches, specifications, and planting lists for restoration, installation, and management of irrigation systems and for maintenance of City property, leased areas, and ecological reserves with necessary machinery and tools.
26. Estimates labor, materials, and equipment requirements by reviewing project specifications, staffing levels and budget.
27. Speaks with vendors, contractors or other outside entities regarding purchasing and the scheduling, specifications, and progress of projects at City owned and leased facilities or properties.
28. Drives a motor vehicle in order to attend meetings and manage work projects by using the vehicle to transport tools, troubleshoot grounds, and access subordinate staff in the field.

#### Safety

29. Directs the installation and maintenance of public and employee safety measures such as the Injury/Illness Prevention Program and inspects for compliance.
30. Assures conformance with procedures and the attainment of safety standards through periodic inspections, meetings, and the review of reports.
31. Implements new and ongoing Safety Directives in order to ensure compliance with safety-related measures by meeting with staff, distributing relevant literature, and performing demonstrations.
32. Takes necessary corrective action when identifying plant diseases and safety hazards at City owned and leased facilities or properties by delegating to staff or personally performing the spraying of insecticides and other chemicals on affected plants or landscape or concurrently setting up barriers to safety hazards and addressing how to eradicate the hazards.
33. Directs and performs removal of invasive plant species from environmentally sensitive protected areas by manual, biological, mechanical, or chemical methods.

Interaction with the Public

34. Answers questions and resolves complaints from the public concerning City owned and leased facilities or properties, gardening, and maintenance work by corresponding with the public over the phone and via e-mail, and attending community meetings and making proper referrals.