

SENIOR PARK MAINTENANCE SUPERVISOR (3146) TASK LIST

SUPERVISION

1. Plans the work of Park Maintenance Supervisors, Irrigation Specialists, Senior Gardeners, Gardener Caretakers, drivers, equipment operators, and other employees engaged in planting, maintaining, and performing vector/wildlife/vegetation management control in landscaped areas such as parks, golf courses, and around public buildings and facilities such as power stations and reservoirs, by assigning work through radio, email, phone call, text message, in-person, or electronic work order system.
2. Conducts, and/or reviews and approves employee probationary and evaluation reports in order to make recommendations and set new goals and expectations regarding employee performance, training, and/or coaching needs.
3. Provides recommendations to subordinate supervisors such as Park Maintenance Supervisors regarding personnel and job-related problems such as schedule conflicts or abuse of City equipment in order to resolve work-related issues, restore crew operations to normal conditions, and advance current jobs.
4. Fulfills supervisory Equal Employment Opportunity (EEO) responsibilities such as conducting performance evaluations of subordinate personnel related to their required duties and provides counseling and/or disciplinary action if necessary, recommends training and prepares all employees for advancement.
5. Schedules employee time at work, 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.
6. Reviews crewmembers' and subordinates' work by visually inspecting their assigned areas for quality and quantity of work to ensure landscape construction, installation and/or maintenance work is completed in accordance with standards, schedules, and approved work plans.
7. Communicates information to employees orally and in writing, including information from management such as policy changes or department objectives including, but not limited to, interpretations of City policies or memorandums of understanding (MOU), updated safety information, and information about workplace violence and hazing.
8. Trains and informs subordinate supervisors in various aspects of work such as latest techniques and materials in their field, how to do assigned work properly and complete it on schedule, safety and first aid, and new park rules, regulations and laws to ensure work is performed properly and safely.
9. Assigns subordinate supervisors the task of preparing records and reports of operations and projects that outlines labor, time, materials, tools, and equipment in order to ensure budgeted labor and expenditure accounts are not exceeded.

ADMINISTRATIVE/ BUDGETARY

10. Writes budget requests outlining maintenance and construction needs for new or expanding facilities with justification for material, equipment, supplies, and labor needed to complete a

specific job and submits the request to supervisors such as Principal Grounds Maintenance Supervisor or Construction and Maintenance Superintendent for review and approval.

11. Tracks, manages, and records labor, material, equipment, expenditure, and contractual service accounts using computer software in order to ensure work is being completed within budget.
12. Attends monthly meetings with supervisors and Budget Divisions to review and discuss budget projections and progress in order to ensure that work is completed according to schedule and within budget.
13. Reviews, assigns, and tracks service requests, such as required maintenance of public parks and other landscape areas submitted electronically, including through the Maximo computer system, by employees, public, customers, City Council, or Mayor's Office in order to determine the priority of the job request and ensure work is completed in a timely manner.
14. Writes reports to be sent to executive management including General Managers and City attorneys pertaining to safety issues or concerns related to job injury within assigned areas.

WORKFORCE MANAGEMENT

15. Determines the requirements for and the selection, scheduling, planting, and propagation of a large variety and quantity of plants, shrubs, and trees used in landscaping.
16. Coordinates the activities of work crews by assigning personnel and equipment to work assignments, scheduling the delivery of plants, fertilizers, and other supplies to job sites, and scheduling the use of equipment in order to ensure that scope of work, project timelines, and budgets are being met and that required materials are available to crewmembers to perform the work.
17. Reviews, designs, and/or approves landscape plans of proposed installations of new and expanding facilities including planted areas and irrigation systems in order to ensure that the use of plants are suitable for the site, the correct materials and equipment are being used, and the proposed plan can be maintained at the lowest possible cost.
18. Recommends and estimates the level of maintenance required from plans for landscape construction and development in order to implement a maintenance program, including mowing of turf, irrigation inspections, hardscape cleaning, tree and shrub trimming.
19. Meets with outside vendors or contractor in-person at job sites and performs job walks in order to obtain estimates for work or to ensure contractor is complying with contract specifications.
20. Supervises propagation activities and the planting and maintenance of landscaped areas such as the installation and maintenance of golf course greens to ensure the work is being done properly according to standards.
21. Manages nursery operations by keeping a record of inventory and ordering additional plants when necessary.

SAFETY

22. Enforces, trains, and informs subordinate supervisors and employees regarding new and current safety procedures, policies, and rules such as Injury Illness Prevention Program (IIPP),

Globally Harmonized System (GHS), and Heat Illness Prevention Program (HIPP) to ensure compliance with state and federal regulations.

23. Visually inspects equipment and worksites including public facilities such as park buildings and playgrounds for potential safety hazards and takes steps necessary to address safety hazards such as securing the area by placing caution tape or cones around the site to ensure safe use by employees and the public.
24. Reviews and approves reports documenting any problem areas relating to public safety in parks such as traffic accidents in order to complete investigations made by Park Maintenance Supervisors and make recommendations regarding traffic control methods.
25. Inspects work locations, equipment, and tools and maintains proper regulatory documentation to ensure compliance with safety requirements and regulations including but not limited to California Occupational Health and Safety Administration (Cal-OSHA) regarding the use of dangerous chemicals for weed, pest, and plant disease control.

PUBLIC RELATIONS

26. Plans, organizes, and attends meetings with community and neighborhood groups to discuss various topics such as safety issues/concerns, current, ongoing or proposed projects, and potential impacts to community in order to gather or provide information regarding anticipated maintenance or improvements of City facilities.
27. Responds to public inquiries by answering any questions and resolving complaints over the phone, face to face, and/or via email regarding City owned and leased parks, facilities, or properties.
28. Investigates landscape maintenance and landscape construction issues, citizen and private property complaints, and safety hazards by visiting sites of reported issues in order to inspect site and plan steps necessary to resolve them.

OTHER

29. Consults with horticultural representatives of other jurisdictions, commercial nurseries, and vendor representatives of companies that sell gardening supplies and equipment to obtain and exchange information.
30. Meets with manufacturers to discuss new equipment, material, and supplies such as gardening tools, fertilizers, sprays, grass aerifier, and putting green mowers to potentially purchase based on operational needs.
31. Plans for special events taking place in public parks including dedications or ceremonies by ordering and setting up supplies and material needed such as decorations, chairs, tables, banners, or microphones.