

County of Humboldt Job Specification
PARKS MAINTENANCE SUPERVISOR
Classification 0219



DEFINITION

Under direction, plans, schedules, assigns, directs, and reviews the work of staff responsible for the repair, operation, and maintenance of County parks, facilities, and grounds; oversees and directs the County's operation and maintenance programs for parks and recreational areas; plans and implements training and staff development; coordinates with partners and stakeholders; manages volunteer campground hosts; supports budget management and leads the procurement of services and materials; provides supervisory direction and technical expertise on maintenance and operation projects; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises immediate and general supervision over parks maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Parks Maintenance series that exercises independent judgment on diverse and specialized parks operation and maintenance programs with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing day-to-day parks operation and maintenance and are responsible for providing technical level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Plans, organizes, schedules, coordinates, directs, and participates in the County's park operation and maintenance programs for parks and recreational areas, including County-managed regional trails and the McKay Community Forest.
- Participates in the hiring of assigned staff; provides quality control oversight of staff work, evaluates employee performance, counsels employees, and effectively recommends initial disciplinary actions and other personnel decisions.
- Trains assigned staff in County policies and procedures and specific departmental and division policies and procedures.
- Participates in the development and implementation of goals, objectives, policies, procedures, and work standards for the section.
- Prepares budget requests for the staff, equipment, and materials required for projects and activities.

- Provides technical assistance to staff; inspects and evaluates work being performed; identifies problem areas and directs remedial actions to be taken; ensures that activities are carried out in a safe manner.
- Plans, coordinates, and implements a variety of maintenance and repair projects; assembles teams and coordinates logistics with contractors and volunteers.
- Maintains park grounds; constructs and maintains trails and pathways; removes and trims trees; mows and trims landscaped areas and road/trail shoulders; clears debris and repairs storm damage.
- Operates equipment including backhoe, front end loader, and mower; provides training on equipment operation; oversees equipment maintenance.
- Responds to and resolves user incidents in the parks, calling for law enforcement support as needed; serves as liaison with County staff, park users, law enforcement agencies, and others.
- Directs and participates in the installation, operation, maintenance, and repair of park facilities such as buildings, water systems, wastewater systems, gates, fences, signage, seasonal dams, fish ladders, roadways, parking areas, and playgrounds.
- Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports, incident reports, maintenance requests, and requisitions.
- Participates in long-term planning to assess future needs for parks maintenance and operations projects and programs; researches new operational techniques, methods, and equipment and recommends their application.
- Requisitions necessary supplies, materials, and equipment to ensure an adequate inventory.
- Reviews plans and specifications for contract work and inspects work performed to determine compliance to standards.
- Develops, reviews, and updates written maintenance instructions and schedules.
- Ensures that complaints are handled promptly and effectively to maintain good public relations.
- Coordinates park maintenance activities with those of other County departments, contractors, and outside agencies.
- Performs other related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the maintenance and operation of parks, general use recreational areas, and campgrounds.
- Theories, principles, methods, materials, and equipment used in landscape and park facilities maintenance.

- Basic work methods, tools, and techniques related to painting, plumbing, carpentry, electrical, and cement work.
- Methods and techniques for operating and maintaining water and wastewater systems.
- Methods and techniques for repairing and maintaining equipment and tools.
- Methods and techniques of maintaining the safety of parks, trails, and campgrounds.
- Principles of managing parks and trails to provide high-quality recreational and outdoor experiences.
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- Safety practices, procedures, and regulations pertaining to maintenance and construction work.
- Basic mathematics.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Exercise independent judgment and initiative without close supervision.
- Prepare basic records and reports.
- Estimate materials and equipment required to complete assignments.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work tasks, manage priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade

and

Two (2) years of experience performing increasingly responsible parks, facilities, and/or landscape maintenance work at a level equivalent to the County's class of Senior Parks Maintenance Technician.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Some positions may require possession of, or ability to obtain, a Grade I Water Distribution certificate issued by the State of California.

PHYSICAL DEMANDS

- Mobility to work in the field; to sit, stand, and walk on level or uneven surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and park maintenance equipment, and to operate a motor vehicle and visit various County sites.
- Strength and stamina to perform medium to heavy physical work; to lift, carry, push, and pull materials and objects weighing up to 50 pounds, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect park facilities and grounds.
- Fieldwork requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to operate and repair tools and equipment.

ENVIRONMENTAL CONDITIONS

- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).