



## CLASS SPECIFICATION

Class Code: 8030  
Date Est: 2/78  
Last Rev: 6/2001  
Last Title Chg: 6/2001  
FLSA: non-exempt

### GROUNDS/PARKS MAINTENANCE SUPERVISOR

#### **DEFINITION**

Under general direction, coordinates, supervises, and participates in the maintenance, repair, and construction of County grounds, landscaped areas, parks and/or recreation facilities; supervises basic vehicle and equipment maintenance; designs and drafts landscape plans; oversees district maintenance activities and performs a variety of difficult and complex maintenance assignments; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Three years of full-time experience in grounds or parks maintenance including one year in a lead or supervisory capacity; OR any equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license.

#### **DISTINGUISHING CHARACTERISTICS**

This is the supervisory level in the Maintenance Worker Class series. It is distinguished from Senior Maintenance Worker by its responsibility for a maintenance facility, including supervision of technical and support staff. In addition, incumbents perform complex or specialist assignments.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over support staff.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, supervise, and direct the maintenance, repair, and construction of parks, grounds, and recreation facilities for a variety of assigned amenities and/or locales

Direct excavation and backfill work.

Oversee spraying for insects, weeds, and disease control, removal of snow and ice from sidewalks and parking lots, installation, maintenance and repair of automated and manual sprinkler systems, and pouring and finishing of concrete.

Inspect work in progress, provide technical guidance, examine completed projects, and submit reports of work completed; ensure proper cleanup after projects.

Supervise assigned staff; schedule staff assignments and projects; determine work performance standards, conduct performance evaluations, provide direction to staff, conduct employment interviews, and handle disciplinary problems.

Supervise vehicle and equipment maintenance.

Design and draft landscape plans.

Coordinate assigned functions with other divisions of the Department, other agencies, and the public.

Maintain and compile data on changes, repairs, and installations; prepare reports and recommendations.

Recommend project priorities and work methods; requisition materials, equipment, and supplies required for completion of projects, maintenance and repair work.

Assist with developing and interpreting operating procedures and standards.

Assist with budget development; prepare budget recommendations for assigned functions; monitor and track expenditures.

Meet with the public, resolve concerns, answer questions, and provide information regarding maintenance and repair activities.

Perform some of the more complex maintenance, repair, and construction assignments.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

County and Departmental operational policies and procedures.

Comprehensive knowledge of methods, procedures, tools and equipment used in assigned area and activities.

Budget development and fiscal monitoring.

Countywide personnel policies.

#### **Ability to:**

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct assigned functions and activities to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

#### **Knowledge of:**

Methods, materials, and equipment used in the maintenance, repair, and construction of parks, grounds, recreation facilities and landscaped areas.

Insect and disease control methods.

Building forms, pouring, and finishing concrete.

Installation and repair of sprinkler systems.

Work safety methods and procedures.

Landscape planning and design.

Principles of supervision, training, and employee evaluation.

**Ability to:**

Perform a variety of the more difficult installation, operation, repair, and maintenance work on parks, grounds, and landscaped areas.

Skillfully operate the equipment used in the installation, operation, repair, and maintenance of grounds and landscaped areas.

Schedule work for maintenance, repair, and construction projects.

Design and draft landscape plans.

Maintain records and prepare reports.

Read manuals, blueprints, drawings, and maps.

Perform heavy, physical labor.

Maintain cooperative relationships with other staff.

Effectively represent the Department with the public.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 75 lbs. Ability to perform sustained and vigorous activities in a variety of environments, temperatures, and weather conditions. Ability to tolerate exposure to dust, dirt, and grease.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved \_\_\_\_\_ WERCCS Job Evaluation Committee \_\_\_\_\_

Date \_\_\_\_\_ March, 2001 \_\_\_\_\_