



CLASS SPECIFICATION

Class Code: 16136
Date Est: 07/2007
Last Rev:
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

PARKS MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, oversees district maintenance activities and performs a variety of difficult and complex maintenance assignments; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An associate's degree in science and natural resources, forestry, horticulture, environmental science or a closely related field from an accredited college AND 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 is required at the time of appointment.

Certification as a pesticide applicator must be obtained from the Nevada State Department of Agriculture within six months of date of appointment. Continued employment is contingent upon maintaining valid certification.

Certification as an ISA Certified Arborist is required within one year of date of appointment. Continued employment is contingent upon maintaining valid certification.

DISTINGUISHING CHARACTERISTICS

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

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, landscaped areas and recreation facilities for a variety of assigned amenities and/or locales; review and approve landscape plans; direct excavation and backfill work.

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

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.

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.

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

Participate in the development and interpretation of operating procedures and standards.

Prepare budget recommendations for assigned functions; monitor and track expenditures.

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

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 hiring, 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, recreation facilities and landscaped areas.

Insect and disease control methods, including diagnosis and implementation.

Building forms, pouring and finishing concrete.

Conventional and VFD pump station operations and concepts.

Installation and repair of sprinkler systems.

Work safety methods and procedures.

Landscape planning and design.

Principles of supervision, hiring, training and employee evaluation.

Ability to:

Perform a variety of the more difficult installations, operations, and repair and maintenance work on parks and landscaped areas.

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

Schedule work for maintenance, repair and construction projects.

Review and approve 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.