

PARKS AND OPEN SPACE SUPERINTENDENT

DEFINITION

To plan, organize, direct and coordinate the activities of the Parks division within the Community Services Department including maintenance, construction and development of City parks and open space operations and facilities; to coordinate Parks activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Community Services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Services Director.

Exercises direct supervision over assigned supervisory and maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize, schedule and direct Parks division activities for the maintenance, construction and development to include common landscaped areas, City-owned open space land, turf, shrub, tree and ornamental groundcover maintenance; playground, irrigation systems, aquatics and facilities inspections, maintenance and repairs.

Direct, oversee and participate in the development of the Parks division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare the Parks division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recruit, interview, and select staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Negotiate and manage contracts related to Parks division maintenance, facilities, open space land and construction projects; prepare purchase requisitions and warrant requests and orders parks and maintenance supplies and equipment.

Manage the delivery of assigned projects, initiatives, and special activities.

Provide instruction and training in safe methods and precautions in the use of tools, equipment,

pesticides and other chemicals used in Parks operations.

Assist the Community Services Director with presentations, reports, and agenda items for City Council and Commissions.

Investigate complaints and recommends corrective action as necessary.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of parks and open space planning, maintenance, construction, landscape design, horticulture and tree care.

Principles and practices of safe use of equipment, tools and chemicals.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

##### Ability to:

Organize and direct the Parks and open space maintenance, construction and development operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Five years of increasingly responsible experience in technical landscaping, tree care, and open space management, including two years of supervisory responsibility.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in arboricultural, horticulture, landscape gardening, tree care or a related field.

### License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a Qualified Applicator certificate for pesticide spraying from the State of California Department of Food and Agriculture.