

CITY OF CARSON

Title: SUPERVISOR - PARKS AND GROUNDS MAINTENANCE

Job Summary:

Under direction, schedule, assign and inspect the work of assigned grounds maintenance crews; maintain records and assure compliance with applicable safety standards and procedures; supervise and evaluate the performance of assigned staff.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Supervise the day-to-day grounds maintenance activities to assure timely and efficient operations.
2. Supervise and evaluate the performance of assigned staff; assign and review work and participate in the selection of new personnel as assigned.
3. Develop and prepare work schedules; coordinate duties and assignments to assure effective operations.
4. Oversee and inspect on-site work activities to assure timely and efficient completion of assignments; observe and enforce safety practices and procedures.
5. Order supplies and materials needed for grounds maintenance activities; determine supply requirements and maintain inventory.
6. Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, service requests and status of projects.
7. Operate and demonstrate the use of specialized grounds maintenance equipment such as gang mowers, backhoes, skiploaders and various hand and power tools.
8. Communicate with other District personnel and departments, contractors, vendors, utilities and various agencies to coordinate activities, exchange information and facilitate grounds maintenance operations; respond to public inquiries and complaints.
9. Provide technical expertise and respond to questions from assigned staff and others regarding grounds maintenance methods and procedures; maintain current knowledge of grounds maintenance methods and equipment.
10. Prepare and submit budget requests as directed; recommend the purchase, repair or replacement of departmental equipment.
11. Participate on primary emergency response team in case of emergency or disaster as assigned.
12. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from high school supplemented by college-level coursework in horticulture, landscape architecture or a related field or equivalent. Four (4) years increasingly responsible skilled-level grounds maintenance experience including at least one (1) year in a lead capacity.

Knowledge of:

- . Methods, equipment and materials used in grounds maintenance work.
- . Principles and practices of supervision and training.
- . Technical aspects of field of specialty.
- . Applicable laws, codes, regulations, policies and procedures.
- . Applicable sections of the California Vehicle Code.
- . Appropriate safety practices and procedures, including handling of hazardous materials.
- . Characteristics of plants, trees and grass common to the area.
- . Types and techniques for the control of plant diseases and pests.
- . Record keeping techniques, computers and software.

Skill and Ability to:

- . Organize, coordinate and supervise grounds maintenance operations and activities.
- . Train, supervise and evaluate personnel.
- . Assign and review the work of others.
- . Prioritize and schedule work.
- . Perform skilled grounds maintenance work.
- . Use a variety of grounds maintenance tools, equipment and machines safely and efficiently.
- . Maintain or oversee the maintenance of tools and equipment in clean and proper working condition.
- . Identify common park plants, trees and grasses.
- . Read and interpret landscape blueprints.
- . Observe and enforce safety practices and procedures.
- . Meet schedules and time lines.
- . Work independently.
- . Communicate effectively both orally and in writing.
- . Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- . Maintain records and prepare reports.
- . Observe legal and defensive driving practices.
- . Establish and maintain cooperative and effective working relationships with others.

License or Certificate:

Valid California driver's license.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Require the ability to stand for long periods.
- . Require the ability to walk long distances.
- . Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- . May be required to work in inclement weather without effective protection from sun, cold and rain.
- . May be required to work around loud noise.
- . May be required to use personal vehicle in the course of employment.