GREATER VALLEJO RECREATION DISTRICT

PARKS LANDSCAPE SUPERVISOR
(63S)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION
To provide administrative direction and oversight for the activities and functions of the Parks Division. This position falls under the SEIU, Local 1021 Agency Shop provisions.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Maintenance Superintendent.
Exercises direct supervision over lower level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions
1. Plan, prioritize, assign, supervise and review the work of staff responsible for the maintenance of park grounds including planting, maintenance or removal of trees, shrubs and lawns, weed abatement, and the installation and upkeep of automatic irrigation systems.

2. Supervise and participate in the preparation, application and use of chemicals fertilizers and pesticides; prepare and maintain records for monthly pesticides report; inspect pesticide storage facilities for compliance with state and local laws and regulations.

3. Participate in the selection of subordinate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.

4. Direct, coordinate, participate, and review the work for landscape projects; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

5. Use the District’s Asset Management system to manage projects and generate reports; monitor and evaluate subordinate staff on use of system to review work assignments.

6. Continuously monitor and evaluate the efficiency and effectiveness of Parks Operation Plan; assess rules and policies for safety and relevancy; identify opportunities for improvements and review with the Maintenance Superintendent; implement improvements.
GREATER VALLEJO RECREATION DISTRICT

PARKS LANDSCAPE SUPERVISOR
(63S)

7. Prepare and solicit bids for a variety of projects and materials; coordinate the work of various contractors on park projects; conduct field inspections to check for work-in-progress and completed projects.

8. Participate in preparing and administering the Landscaping and Grounds and Visitor Services budgets; submit budget recommendations; monitor expenditures.

9. Conduct inspections of park grounds including skate and dog parks, natural/open areas, play equipment and sports fields to determine maintenance needs, prepare reports to determine maintenance and structural deficiencies, compliance with fire codes, building codes, safety requirements and adequacy of preventive maintenance programs.

10. Coordinate with Vallejo Police Department on various challenges found in the parks; graffiti, vandalism, unsheltered camp activity, illegal dumping, etc.

11. Work with Recreation and Administration Departments to coordinate field use for District and community programs, and the Facilities Division to coordinate repair and maintenance of equipment and vehicles.

12. Provide responsible staff assistance to the Superintendent; prepare and present staff reports and other necessary correspondence.

13. Assist lower level staff in preparing strategic action plans and develop a strategic action plan for area of responsibility incorporated as part of the development and implementation of District goals and objectives; include as part of employee performance review;

14. Respond to public and internal inquiries and complaints related to assigned function to maintain good relations with the public and District staff.

15. Establish schedules and methods for providing maintenance and repair services and activities; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

16. Participate in long-term planning to assess future needs; research new operational techniques, methods and equipment and make recommendations for purchase.
GREATER VALLEJO RECREATION DISTRICT
PARKS LANDSCAPE SUPERVISOR
(63S)

Marginal Functions:
1. Attend and participate in professional seminars and trainings to stay abreast of new trends and innovations in the field park and recreation facility maintenance.
2. Respond to emergencies as required during and after regular scheduled workday(s), holidays, and weekends.
3. Maintain certifications and licenses required for this position.
4. When assigned, perform the duties and responsibilities of the Maintenance Superintendent in the absence of the Maintenance Superintendent.
5. Perform related duties and responsibilities that may be assigned.

QUALIFICATIONS
Knowledge of:
1. Principles, methods, and management techniques pertinent to meeting specific program objectives including the appearance and functionality of parks, turf and sport fields, plants, trees; customer satisfaction; safety and fire hazard elimination.
2. Current materials, methods, tools, equipment used in park grounds maintenance projects.
3. Ornamental horticulture, planting mixtures and fertilization requirements and application, methods of control and eradication of plant pests and diseases.
4. Principles and practices of effective employee supervision, including selection, training, motivating, performance evaluation, and discipline;
5. Principles and methods of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards;
6. Computer applications related to area of responsibility including the Microsoft Office word processing, spreadsheet, and outlook software.
7. Pertinent Federal, State and local laws, codes and regulations, including ADA and OSHA laws that are pertinent to the management and operation of parks and facilities.

Ability to:
1. Plan, supervise, organize, review and evaluate the work of others;
2. Manage multiple tasks, often with competing priorities and demands, and keep track of all assignments and deadlines;
3. Interpret and explain District policies and procedures.
4. Read and interpret blueprints and schematics.
5. Prepare clear and concise reports, correspondence and other written materials;
GREATER VALLEJO RECREATION DISTRICT

PARKS LANDSCAPE SUPERVISOR
(63S)

6. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
7. Communicate clearly and concisely, both orally and in writing.
8. Exercise independent judgment and initiative within general policy guidelines;
9. Establish and maintain effective working relationships with those contacted in the course of work.
10. Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

**Experience and Training Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities sufficient to successfully perform the essential duties listed above. A typical way to obtain the knowledge and abilities would be:*

**Experience:**
Five years of increasingly responsible experience in Park maintenance, supervisory experience, and budget preparation.

**Training:**
Graduation with a Bachelors degree from a four year accredited college or university with major course work in park and facilities maintenance. Additional qualifying experience as outlined above may be substituted for two years of the educational requirement.

**License or Certificate**

Possession of a valid California driver’s license and maintenance of an acceptable driving record while employed.

Possession of, or ability to obtain within one year of hire date, Qualified Pesticide Applicator Certification.

Possession of, or ability to obtain within one year of hire date, Playground Inspection Auditors Certificate.

Possession of, or ability to obtain within one year of hire date, Arborist Certificate.

Possession of a valid Community CPR/First Aid Basics certificate.
GREATER VALLEJO RECREATION DISTRICT

PARKS LANDSCAPE SUPERVISOR
(63S)

WORKING CONDITIONS

Environmental Conditions:

Work in both indoor and outdoor recreational facilities, inclement weather conditions; exposure to potentially hazardous chemicals.

Physical Condition

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, walking; heavy lifting and climbing; operating motorized equipment and vehicles.

FLSA Status: Non-Exempt