

Greater Vallejo Recreation District Job Description

Classification Title	Parks Supervisor
FLSA Status	Non-Exempt
Salary Grade	63S
Reports To	Parks and Facilities Director

GENERAL SUMMARY

This position is responsible for planning, organizing, and supervising staff in landscape activities, defining and adhering to fertilization requirements, conducting inspections of grounds, and responding to resident concerns.

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-

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Conducts inspections of park grounds to determine maintenance and structural deficiencies.
- Confers and meets with all parties connected to the Parks Maintenance Division.
- Responds to and resolves residents' concerns and questions.
- Generates a variety of reports and correspondence related to Park amenities and functions.
- 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
- Performs related work as required.

Attend and participate in professional seminars and trainings to stay abreast of new trends and innovations in the field park and recreation facility maintenance-

Respond to emergencies as required during and after regular scheduled workday(s), holidays, and weekends-

When assigned, perform the duties and responsibilities of the Maintenance Superintendent in the absence of the Maintenance Superintendent.

SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
- When assigned, perform the duties and responsibilities of the Parks and Facilities Director in their absence.
- Respond to emergencies as required during and after regular scheduled workday(s), holidays, and weekends

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.

Experience and Training Guidelines

- Possession of a valid California driver's license and maintenance of an acceptable driving record while employed.
- Qualified Pesticide Applicator Certification.
- Playground Inspection Auditors Certificate.
- Arborist Certificate.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Associate degree or two (2) years of College in Business, Public Administration, Landscape/Horticultural management, or a related technical discipline
- Three (3) to five (5) years' experience in landscaping, park maintenance and operations
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California Department of Pesticide Regulations Qualified Applicator's Certificate (QAC), International Society of Arboriculture (ISA) Arborist Certification, Playground Safety Inspector Certificate, Certified Irrigation Auditor through the Irrigation Association (IA)
- Possession of a valid California driver's license and maintenance of an acceptable driving record while employed

QUALIFICATIONS

Knowledge of:

1. Ornamental horticulture, planting mixtures and fertilization requirements and application, methods of control and eradication of plant pests and diseases.
2. 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.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment, including applicable software
- Principles and practices of employee supervision
- 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.
- Landscape equipment, and tools
- Ornamental horticulture, planting mixtures, fertilization requirements, and plant pest diseases
- Seasonal Park and landscape maintenance

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Organization and time management
- Training staff on proper and safe use of Landscape equipment, and tools
- Public speaking

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with internal and external groups.
- Determine course of action with regard to repairs of park amenities
- Prepare clear and concise reports and correspondence
- Read and Interpret blueprints and schematics
- Interpret and explain written policies and procedures to staff or the public
- Attend and participate in professional seminars and trainings to stay abreast of new trends and innovations in the field park and recreation facility maintenance

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle			X

Warehouse environment		X	
Shop environment		X	
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases		X	
Moving mechanical parts		X	
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards and requires *medium physical effort*. Majority of work performed outside or with exposure to risk. Incumbents may be required to exert up to up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

TRAVEL

Incumbent may need to travel to various GVRD sites within the district, City Hall, County offices, training sites outside the district, vendors, supplier, or other job-related locations.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____ Date:_____

Date created	3/8/2021
Dates revised	4/15/2022