



## ASSISTANT PARKS SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under direction of the Park Supervisor, supervises, coordinates, oversees and participates in all phases of the operation of the tree maintenance, and in the maintenance and repair of parks, playgrounds, medians, and various facilities landscapes; implements maintenance policies and procedures; outlines, assigns, and determines work projects; ensures safe work practices; and performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from the Park Supervisor though its emphasis on the coordination of Park Division support functions. This position functions as a second-line supervisor and performs a variety of maintenance tasks and performs supervisory duties, including assisting in the planning, assigning, and evaluation of the work of subordinates, giving recommendations on discipline, and providing required training. In addition, this classification assists with capital improvement project planning and tree related permits.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Parks Supervisor. Exercises functional, technical, and supervision over assigned staff.

### **ESSENTIAL FUNCTIONS:** *(includes but are not limited to the following)*

- Assists with the coordination and supervision of a variety of Park Division activities, programs and projects.
- Supervises staff, including scheduling and prioritizing of work; training; conducting evaluations; and taking action or making effective recommendations on discipline.
- Recommends service levels to the Supervisor; performs field observations to ensure compliance with department policies, practices, and City ordinances; assists in preparing reports for the Supervisor/Director related to division activities.
- Assists with the coordination and collaboration with the Parks and Recreation Director, Parks Supervisor, lead-workers and maintenance workers to address the changing needs and priorities and meet the departmental goals; participates in the development and implementation of goals, objectives, policies, and procedures; evaluates work methods and procedures for improving Division performance and meeting goals; ensures that goals are achieved; forecasts the needs and resources of the Parks Division; assists in assessing current and long-range goals and objectives.
- Assists in the monitoring of contract services; inspects the work of private contract trimming and the removal of City trees, performs service request inspections on City trees, oversees and reviews work of Tree Crew,
- Responds to questions, concerns, and emergency calls from the general public; makes recommendations and/or takes appropriate action to resolve issues and problems; responds to inquiries about department policies, rules, regulations and City ordinances, establishes and maintains a customer service orientation within the work unit.

- Assists all Parks crews and Public Works divisions when required.
- Participates and assists in the investigation of accidents involving subordinate personnel.
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials, and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.
- As needed, leads, reviews, and performs the work of staff engaged in the planting, maintenance, care, removal of trees and shrubs along streets, in parks, and on other City grounds; assists in the development and implementation of crew assignments; inspects and reviews work methods, performance, and quality of work performed; conducts safety and training meetings; answers questions; provides input and recommendations on employee evaluations; assumes responsibility for the more difficult and complex tasks.
- May serve as acting Parks Supervisor or City Arborist as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents perform strenuous work and frequently work at heights well over 10 feet either in an aerial bucket or while suspended by ropes and climbing equipment. The position also requires both near and far vision when inspecting trees and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 55 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use herbicides, which may expose the employee to fumes, dust, and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to use power and noise producing tools and equipment, including the frequent use of chain saws, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to afterhours emergency call-outs and perform routine standby duties.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Maintenance or Tree Lead Worker. A typical way of obtaining the required qualifications is to possess the equivalent of two years of responsible experience park, landscape and tree maintenance in a lead capacity, and a high school diploma or equivalent.

**License/Certificate**

Possession of, or ability to obtain, a valid class B California driver’s license at the time appointment; possession of the Qualified Applicators Certificate (QAC) issued by the State of California, within one year of appointment; possession of, or ability to obtain, a Certified Arborist (International Society of Arboriculture) status. Possession of Pest Control Advisor License and Certified Playground Inspector’s certification are desirable.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of:**

Methods, materials, and equipment used in parks, trees, landscape, irrigation, and equipment repairs and maintenance; traffic control techniques; safety orders and safe work practices related to the park system repair and maintenance work; principles and practices of supervision; applicable federal, state and local laws,

codes, and regulations, methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices (including S.B. 198 safety compliance standards).

**Ability to:**

Assist with the supervision and direction of the assigned maintenance operations and activities of the Parks Division in the Parks and Recreation Department; assist with the planning, organizing and direction of the work of subordinate staff in trees, parks, landscape, irrigation, and equipment repairs and maintenance activities; inspect projects and determine the adequacy of work performed; read, write and follow instructions and read parks related diagrams and specifications, maintain accurate records; prepare reports; provide training and guidance to maintenance staff; assist with supervising, training, motivating, and evaluating of assigned staff; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; analyze situations accurately and adopt an effective course of action; work independently and as part of a team; meet the public in situations requiring diplomacy and tact; assist with preparing contract documents and specifications; maintain accurate records; prepare and present reports; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of equipment, tools, and vehicles used in park and tree maintenance activities; ability to safely and efficiently operate tractor and implements, verticutter, aerator, spray rig, sweeper, mower, auger, front-end loader, blower, hedger, weed whip, chain saw, stump and cutters, shop tools and similar landscape equipment; and ability to understand and troubleshoot turf and landscape irrigation systems.

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