



PARKS SUPERINTENDENT/CITY ARBORIST

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are 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 the general direction of the Director of Parks and Recreation, to plan, manage, organize and direct the operation of the Parks Division in the Parks and Recreation Department; coordinate activities with other City officials, departments, outside agencies, contractors, organizations, and the public; provide responsible and complex staff support to the Director of Parks and Recreation; act as the City Arborist; and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This classification is a management level class responsible for the overall management and operations of the Parks Division, including park, tree and landscape maintenance. This classification is distinguished from the next higher classification of Director of Parks and Recreation in that the latter has overall responsibility of the administration of the Parks and Recreation Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Parks and Recreation Director. Exercises direct and indirect supervision over the Parks Supervisor, lead workers, and field staff.

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

- Develops, implements, and maintains divisional and program goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.
- Plans, organizes, directs and supervises the work of the Parks Division; assigns work activities and responsibilities to appropriate personnel; reviews and evaluations organizational effectiveness and productivity, identifies and resolves problems and/or issues.
- Prepares, manages, and coordinates the development of the Parks Division budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and defends programs, operation, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Oversees the selection, training, and evaluation programs for personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures; approves time cards; reviews the work of division personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations.

- Acts as staff liaison to the Beautification Commission.
- Monitors the condition of the City's infrastructure, including parks, playgrounds, sports fields, sports courts, pathways, restrooms, City trees, and other related facilities and equipment for maintenance, repair, and replacement.
- Participates in the development and implementation of the Department's Capital Improvement Program and budget; directs the preparation of and reviews plans, specifications, cost estimates, and contract documents; oversees the administration of contracts; visits construction sites to ensure conformance to plans; reviews and approves payments and billings for contract services.
- Responds to labor issues and works in collaboration with labor representatives to amicably resolve labor issues.
- Supervises maintenance of complete records of materials, equipment and labor use and expenditures.
- Manages the Division fleet of vehicles and other general and specialized equipment.
- Negotiates and administers contracts for maintenance, tree trimming and other services.
- Prepares reports, provides staff support, and/or attends meetings for the Parks and Recreation Director, City Manager, City Boards and Commissions, and community groups, as required.
- Acts as City Arborist; provides arborist services to other City departments including providing input on plan checks for building projects, Water Conservation in Landscape Ordinance, and all tree related issues.
- Administers Urban Forest Management Plan, Protected Tree Permits, Hazardous Tree Evaluations, and work orders and submits written evaluations of trees as needed.
- Investigates and resolves complaints; meets with members of the public to discuss tree and park issues; clearly and concisely explains city policies and rules to citizens; tours the city and determines the need for tree or park related work.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Meets and communicates with citizens to discuss City parks and playground facilities; receives and resolves citizen complaints.
- May be assigned to act as Director of Parks and Recreation in the Director's absence.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's 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; applicable federal, state and local laws, codes, and regulations; Arboriculture, including plant and tree diseases and pests, approved control and eradication methods and chemicals, and integrated pest control; principles and techniques of organization, supervision and training, budgeting and budget control, personnel management, record keeping procedures; safe work practices, report preparation, and contract preparations and administration; methods to establish and maintain cooperative working relations with subordinate employees, other City staff, local school, community groups and members of the general public; 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: Plan, direct and inspect the technical details of the installation and maintenance of park and playground equipment; the maintenance and operation of irrigation systems; the maintenance and repair of City owned restrooms and other buildings and facilities; the cultivation and fertilization of plants and shrubs, and the trimming and care of trees. Recruit, train, plan, assign, direct and evaluate the activities of technical, skilled and unskilled plans and specifications. Analyze situations accurately and adopt an effective course of action; follow oral and written directions; keep accurate records and prepare clear and concise oral and written reports. Establish and maintain cooperative working relationships with municipal officials, subordinate employees, and the general public; administer Memoranda of Understanding. Read, write and follow instructions and read parks related diagrams and specifications, maintain accurate records; prepare reports; provide training and guidance to maintenance staff; supervise, train, motivate, and evaluate 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; prepare 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.

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 **Parks Superintendent/City Arborist**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of increasingly responsible experience in park and landscape or tree maintenance work in a lead or supervisory capacity, and a high school diploma or equivalent.

License/Certificates:

Possession of a valid class C California driver's license is required. Possession of the Qualified Applicators Certificate (QAC) issued by the State of California, within one year of appointment. Certified Arborist (International Society of Arboriculture) status. Possession of Pest Control Advisor License and Certified Playground Inspector's certification are desirable.

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. The position also requires both near and far vision when inspecting work and operating assigned equipment. Additionally, the incumbent in this position may work in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals, which may expose the employee to fumes, dust, and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work may also require the incumbent to use or be exposed to power and noise producing tools and equipment, drive motorized vehicles, and work in heavy vehicle traffic conditions. The incumbent is required to respond to afterhours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

UNRESPRESENTED
EXEMPT
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