

CITY OF SALINAS

PARK MAINTENANCE CREW SUPERVISOR

BARGAINING UNIT/CLASS CODE:

SEIU SUPV. / J06

DEFINITION

To assume substantial responsibilities for the daily supervision of assigned park maintenance personnel generally working in multiple small crews; to perform tasks requiring specialized knowledge in horticulture or related park maintenance areas; to perform a variety of semi-skilled and skilled landscaping and turf maintenance duties in the development, maintenance, and repair of landscaped areas, parks, playgrounds, and public facilities; to operate a variety of park maintenance equipment; and to participate in the beautification of parks, playgrounds, and public facilities.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey and supervisory class in the Park Maintenance Worker class series. Positions in this class exercise daily supervision over assigned personnel and coordinate the work of multiple small crews. The Crew Supervisor assists the Parks, Grounds, Forestry Operations Manager with administration of the Park Maintenance section.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks, Grounds, Forestry Operations Manager and Maintenance Services Director. Exercises functional supervision over assigned personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Provide training to assigned personnel. Evaluate the maintenance needs of assigned park areas; initiate and supervise responsive actions. Assist with the administration of the Park Maintenance section; order supplies, keep time cards and records, prepare reports, schedule vacations, assist with employee performance evaluations, and assist with budgeting. Respond to public inquiries and complaints. Review, plans, inspect and supervise new assessment districts, landscape related construction and contracted projects. Supervise, coordinate and assist as necessary the work of assigned personnel in the following. Maintain plantings and grounds, recreation areas and irrigation systems. Maintain plantings and grounds, recreation areas and irrigation systems. Perform irrigating, weeding, trimming, renovating and fertilizing of lawns, shrubs, trees, and flower beds. Perform a limited amount of power lawn mowing. Rake leaves, clean walks, fields, courts, and other facilities; and load trimmings on truck. Cultivate ground around plants and shrubs, including mixing and applying fertilizers, insecticides, and herbicides. Plant and maintain trees, flowers, and shrubs. Perform general grounds cleaning; including litter collection. Assist in the preparation and maintenance of athletic fields and recreation areas. Inspect and perform general repair and maintenance on irrigation equipment. Operate small power mowers, edgers, sprayers, and other equipment. Operate and oversee vehicles used to transport materials, tools, and equipment as required. Assist the moving and installing of park and recreational equipment such as bleachers, blacktops, and playground equipment. Train and assist less experience personnel. Respond to inquiries and requests for the general public. Perform building maintenance duties such as painting, carpentry, plumbing, and other task. Repair fences, tree stakes, playground equipment, and other park facilities. Assist in ground preparation for concrete or asphalt work. Assist in the control and eradication of weeds. Perform related duties as assigned.

PHYSICAL REQUIREMENTS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read fine printed materials on labels, Material Safety Data Sheets, manuals, maps, diagrams, to work with color-coded wires with no color deficiencies; hearing sufficient to conduct in person, radio and telephone conversations occasionally over the noise of operating equipment; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about uneven terrain of a park or

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un-landscaped terrain; physical strength to lift from the floor up to 30 lbs, up to 50 pounds occasionally, and occasionally up to 80 pounds with assistance; physical stamina sufficient to sit or walk for prolonged periods of time and persevere long periods of exposure to pollen and grass - no severe allergic reactions to dust or pollen; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

A combination of work conditions fluctuating between office environment and outdoor work. While outdoors, may perform occasional heavy manual under adverse conditions in heat, wind, cold and rain. Work in and around potentially hazardous substances, including pesticides, herbicides and motor fuel. The office environment is used while sitting at a desk for writing reports, preparing schedules and completing supply orders.

QUALIFICATIONS

Knowledge of:

Advanced horticultural principles and techniques. Supervisory and training techniques. Personnel administration practices. Basic budgeting and accounting. Plant and turf pests and diseases; methods for their control and eradication. Proper and effective use of landscape maintenance tools, equipment, and materials. General carpentry, plumbing, painting, and masonry work; concrete and asphalt work. Mechanics of irrigation systems. Proper pruning methods. Watering fertilizing, and spraying of plants, turf, and trees. Safety precautions in the use and maintenance of power mowers and other equipment.

Ability to:

Supervise the work of others; provide training to assigned personnel. Keep records accurately and neatly; prepare clear and concise reports; assist with budgeting and other administrative duties. Evaluate the condition and maintenance needs of assigned areas. Operate a variety of light and heavy equipment, including mowers. Prepare and assist in the preparation and application of herbicides and pesticides. Perform a variety of building maintenance tasks, including carpentry, plumbing, and masonry. Competently irrigate, fertilize, prune, spray and otherwise care for plants, shrubs, turf, and trees. Read and interpret plans and diagrams. Mix and pour concrete and lay asphalt. Repair fences, playground equipment, and other facilities.

Skills to:

Prepare and apply herbicides and pesticides for effective results; train others to perform similar duties. Operate and repair vehicles, equipment, and power tools; repair fences, playground equipment, and other park facilities. Perform light carpentry, plumbing, and masonry work; pour concrete and lay asphalt. Perform specialized horticultural tasks in the maintenance and care of plants, shrubs, turf and trees.

License or Certificate:

Possession of a California Pesticide Applicator Certificate. Possession of a valid California Driver's License appropriate to vehicles operated. Possession of Backflow Prevention Unit Tester Certification

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion high school and three years of progressively responsible skilled grounds maintenance experience which includes at least one year of supervisory responsibilities.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____