

**PARKS SUPERVISOR II**

**DEFINITION**

Under general direction, plans, schedules, and coordinates assigned programs of the Public Works and Parks, After School, Recreation & Community Services (PARCS) Departments, including the maintenance and repair of parks, landscaped areas, and recreational facilities.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Division Manager.  
Supervises the Parks Supervisor I class and subordinate staff in the assigned department/division.

**DISTINGUISHING CHARACTERISTICS**

Parks Supervisor II is the program supervisory class in the Parks Supervisor series. Incumbents are responsible for the administrative supervision of one or more programs in the assigned department/division. This class is distinguished from the next higher class of Division Manager in that the incumbent of the latter is the division head responsible for the day-to-day activities of the entire division. Parks Supervisor II is distinguished from the next lower class of Parks Supervisor I in that incumbents of the latter are first-line field supervisors. This class is also distinguished from Forestry Supervisor II in that the incumbent of the latter is responsible for the Street Tree Program as well as other landscape related activities.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following)

Assigns, plans, schedules, coordinates, and inspects the maintenance and repair of parks, recreational facilities, and other City owned landscaped areas.

Coordinates the assignment of employees and equipment, as well as contracted vendors and other agency employees, to meet varying requirements.

Provides supervisory direction over unskilled laborers, including adult offenders and parolees, performing tasks of a manual nature; ensures compliance with safety procedures.

Supervises the equipment repair shop.

Consults with the public regarding matters concerning the entire Parks, After School, Recreation and Community Services Department or Public Works Street Maintenance Department activities.

Initiates necessary repairs, planting, and other improvements on assigned areas.

Administers safety training programs and enforces safety precautions, including Cal-OSHA requirements.

Selects, trains, and evaluates the performance of subordinates and recommends hiring, promotions, and initiates disciplinary actions.

Assists in budgetary and program planning.

Estimates and orders necessary supplies and materials and maintains accurate records.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

The techniques, materials, tools and equipment used in the care, construction and maintenance of parks, street landscapes, and recreational facilities.

Crew safety procedures and practices.

The occupational hazards and safety precautions including pertinent CAL-OSHA requirements in parks, street rights-of-way (traffic control), and recreational facility environments.

The principals and practices of effective supervision principles, including selection, training, work evaluation, and discipline.

#### **Working knowledge of:**

Office equipment (e.g. computers, copy machines, office software, etc) and financial recordkeeping practices.

Landscapes, irrigation systems, and recreational facilities as it relates to proper management practices and remedy of operation.

#### **Ability to:**

Plan, schedule, and coordinate the work of one or more assigned programs.

Read and interpret plans, specifications, and blueprints to provide correction/comments on new plants, irrigation systems, and operational elements of recreation facilities.

Establish and maintain effective working relationships with fellow employees, officials, and the general public.

Administer effective training and safety programs.

Maintain accurate and concise records.

Prepare clear oral presentations and written reports.

**MINIMUM QUALIFICATIONS**

**Experience:**

Three years of progressively responsible supervisory experience in the maintenance of landscape areas and/or commercial buildings. Additional qualifying experience may be substituted for the required education on a year-for-year-basis.

**Education:**

A Bachelor's Degree from an accredited college or university. Preferred degrees include a Science, Administration, Management, or Engineering degree with a focus on Horticulture, Landscaping, Recreation, Agriculture or closely related field.

**Necessary Special Requirements**

Possession of a valid Class C California Driver's License at time of appointment and maintain the license for the entire term of employment in this class.

Depending upon assignment, may be required to obtain and maintain additional certificates and/or license.

Recruitment and experience may be limited to a specific area of expertise as required by the hiring department.

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_

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