

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: PARKS/TREES SUPERVISOR

DEPARTMENT: PARKS AND RECREATION

BASIC FUNCTION:

Under functional supervision, to supervise the maintenance and enhancement of landscaped areas in public parks, open space, school fields, civic facilities, community gardens, medians, planters, street trees, trails, and beach accesses.

KEY RESPONSIBILITIES:

Plan, organize and supervise subordinate personnel in the maintenance and enhancement of the above landscaped areas, including but not limited to: mowing, trimming, weeding, and treating grass, ground covers, shrubs and trees, including the use of chemicals in the control of insects and diseases; planting and transplanting of grass, ground covers, shrubs, and trees; removing and replacing grass, ground covers, shrubs, and trees, as necessary.

Supervise the installation and repair of irrigation systems, recreation equipment, athletic facilities, synthetic turf, and other landscape features.

Select, train, and evaluate assigned personnel; monitor workflow; assign and prioritize work activities; and recommend methods and procedures.

Oversee the accuracy and maintenance of time, material and equipment use records; prepare job estimates and establish priorities for work crews.

Requisition supplies and materials and monitor inventories.

Recommend the purchase of equipment and assist in the development of specifications.

Receive, investigate and resolve complaints.

Check the above landscaped areas for needed maintenance and repair.

Inspect work sites before, during and after completion to assure work is completed in a satisfactory and thorough manner.

Collect data necessary to prepare division budget; monitor and approve expenditures within budget limits.

Ensure the accuracy and retention of various records, and prepare reports as required.

Ensure the adherence of safe work practices by maintenance and office staff.

Assist in the preparation of a variety of bid specifications and contract administration as necessary.

Coordinate field services and maintenance activities with other city departments, divisions and with outside agencies.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Modern methods, practices, materials, equipment, and tools used in the planting, cultivating, propagating, fertilizing, and trimming of grass, ground covers, shrubs, and trees.
- Grass, ground cover, shrub, and tree pests and diseases, and the methods of their control and eradication.
- Basic construction and repair methods, including carpentry, pipe fitting, painting and cement work.
- Applicable state and local codes and regulations related to assigned work.
- Occupational hazards and standard safety precautions necessary in the work.
- Principles of organization, administration, budget and personnel management.

Ability to:

- Supervise a landscape and civic facilities maintenance and operations program.
- Determine cost-effective ways for efficient and effective operation of a landscape and civic facilities maintenance program.
- Supervise the development and retention of records, and prepare reports.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate subordinates.
- Read and interpret construction plans and specifications.
- Establish and maintain cooperative relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical background would include:

Four years of increasingly responsible experience in parks, trees, or grounds maintenance, including two years in a supervisory capacity.

Specialized training in landscape and building construction, maintenance, and repair, supplemented by two years of college academic training involving horticulture, park management, and business administration.

SPECIAL REQUIREMENTS:

Possession of a valid Class 'C' California driver's license.

Parks Maintenance Section: Possession of a Qualified Applicator's Certificate.

Trees Maintenance Section: Possession of an International Society of Arboriculture Arborist's License.

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments. The employee is frequently required to walk and stand to inspect work sites.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret schematic data, narrative and statistical information and documents; analyze and solve problems; use math and apply mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, vendors, contractors, and the public encountered in the course of work.

The employee periodically works in the field, exposed to the outdoors and all weather conditions. Employee is occasionally exposed to fumes, dust, dirt, and construction site conditions. Employee is required to attend meetings and travel within and outside city limits during normal work hours, and periodically on evenings and on weekends, and at any time during emergency call outs.

This is an at-will management classification.

DATE APPROVED: June 22, 2010