

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: PARKS SUPERINTENDENT

DEPARTMENT: PARKS AND RECREATION

BASIC FUNCTION:

Under general direction, responsible for maintenance and refurbishment program for all parks, open spaces, school fields, civic facilities (and other landscapes), community gardens, median planters, street trees, trails, and beach accesses. Responsible for planning, directing, and supervising the maintenance and refurbishment of the above-mentioned areas, and related work as assigned.

KEY RESPONSIBILITIES:

Plan, direct, and administer: functional and operational management, clerical support for the division, and maintenance and/or inspection programs.

Develop and implement goals and objectives for parks and other landscape maintenance program operations.

Plan, organize, and assign the work of subordinates and contractors engaged in landscaping grounds, maintaining buildings, and other facilities, and installing, maintaining, and removing trees.

Complete final inspection and review the work at completion of landscaping and refurbishment projects.

Coordinate the repair and replacement of vehicles and equipment used in parks maintenance work, such as with the fleet division and fleet committee.

Assist in the enforcement of city ordinances governing the safe and proper use of parks and other recreational areas and facilities.

Coordinate the investigation of storm water run-off, industry-related storm water quality, complaints and violations of NPDES (National Pollution Discharge Elimination) and other storm water regulations, initiate and conduct site visits, communicate with property owners and recommend solutions and/or mitigation measures.

Respond to citizen, agency, and/or commission complaints and requests for information.

Requisition and purchase materials and supplies in accordance with city and department standards such as: preparation of plans and specifications for contracts, agreements, and purchase of equipment; and requests for proposals for projects and studies.

Request, conduct, and complete maintenance and labor trade contracts and professional services agreements.

Prepare work schedules for subordinates and coordinate the work schedules of contractors.

Ensure inspection of assigned work areas to ensure work is performed to standards and specifications.

Direct, monitor, and refine preventative maintenance and asset replacement programs.

Estimate labor and material costs for planned work and verify estimates supplied by contractors.

Evaluate work of contractors and take corrective action to address any performance deficiencies.

Evaluate work schedules against performance and customer service standards.

Maintain records of work performed and supplies used.

Prepare written reports and as required to oversee maintenance sections and aid in reporting.

Represent city at and attend meetings; make presentations to staff, public interest groups, the Parks and Recreation Commission and City Council, as needed.

Coordinate park maintenance activities with other city departments and divisions and with outside agencies.

Ensure retention of appropriate departmental records; prepare routine regulatory reports and correspondence; provide technical and professional support to operations and staff.

Confer with purveyors, contractors, and government agencies (and their representatives) relating to environmental and operational activities and compliance issues.

Participate in budget preparation and administration.

Assist in the design, development, and execution of capital improvement program (CIP) projects.

Supervise, train, direct, and evaluate subordinates.

Ensure ongoing development of subordinates in the areas of: compliance, technical, safety and supervisory training.

Serve in the capacity of assigned manager, as directed.

Additional duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Current federal, state, and local regulations that impact maintenance and operations.
- Permitting, legal, regulatory, and technical requirements of parks, trees, and landscapes management.
- Modern methods, materials, equipment, and tools used in the planting, cultivating, propagating, fertilizing, and trimming of trees, shrubs, flowers, and lawns.
- Plant pests and diseases and the methods for their control and eradication.

- Methods and techniques in conservation and management of energy.
- Basic construction practices and equipment and repair methods used in various trades including: landscape/hardscape installation, carpentry, pipe fitting, painting, and concrete work.
- Maintenance and repair of light power equipment.
- Safe work practices.
- Record-keeping and report writing procedures.
- Principles and techniques of performance measurement.
- Principles of management, supervision, training, and performance evaluation.
- Contract and agreement administration/management.
- Basic accounting and operational budgeting functions.
- Planning, development, and execution of CIP projects.

Ability to:

- Establish and maintain cooperative relationships with customers, the public, and those contacted in the course of work, including negotiating with contractors.
- Communicate clearly and concisely both orally and in writing.
- Plan, direct, and coordinate the maintenance and refurbishment of specified city-owned properties.
- Manage the performance of inspection and/or skilled tasks in park maintenance and refurbishment activities.
- Plan, assign work to, direct, and supervise subordinate employees in the performance of park maintenance activities.
- Use computers for daily activities such as: word processing, maintenance programs, presentation applications, and electronic schedule and email.
- Maintain proper records and prepare accurate reports.
- Forecast labor and other pertinent cost factors.
- Procure and manage maintenance and labor trade contracts and professional services agreements.
- Supervise, train, and evaluate subordinates.
- Determine training and development programs and understand and recommend job classification of subordinates.
- Read and interpret construction plans and specifications.

EXPERIENCE AND EDUCATION:

Any combination to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Five years of increasingly responsible experience in parks, trees, or ground maintenance, including three years in a supervisory capacity. Competencies and experience must include performance measures, contract management, and budgetary work.

Specialized training in landscape and building construction, maintenance, and repair, supplemented by at least two years of college academic training and/ or professional level training providing expertise in public and/or business administration, planning, labor trades, parks construction and/or management, equipment maintenance, landscape, horticulture, biology, chemistry and habitat management, as well as safe work operations.

SPECIAL REQUIREMENTS:

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

PHYSICAL STANDARDS AND ENVIRONMENT:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms while determining specifications or training and performing trade or custodial work. An employee is also required to assimilate written materials relevant to the position.

Employees of this class are regularly required to engage communication skills; interpret schematic data, interpret financial and statistical data, information, and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and understand 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, Council members and others encountered in the course of work while performing the duties of this class.

Ability to work in a standard office environment as well as dirty, dusty, odorous environments, on construction sites, in confined spaces, or elevated heights in the course of inspecting and monitoring work or supervising work crews.

This is an at-will management classification.

DATE APPROVED: May 8, 2018