



Position Description

FIELD SUPERVISOR - PARKS

DEFINITION

Positions in the class of Field Supervisor plan, organize, direct and participate in the work of crews engaged in the construction, repair and maintenance of all areas assigned to the Community Services Department, including assignment of duties related to the maintenance of other City facilities and buildings. Performs other related duties as assigned.

SUPERVISION RECEIVED

Work is performed under the direction of the Parks and Facilities Manager.

SUPERVISION EXERCISED

This position will supervise the work of assigned crews in the areas of parks, trees, landscape and/or facilities maintenance.

DISTINGUISHING CHARACTERISTICS

This is a working supervisor class responsible for one or more Parks Division maintenance functions including all maintenance functions assigned the Community Services Department. Incumbents may supervise and, as necessary, participate in the actual work being performed. This is a Fair Labor Standards Act (FLSA) exempt position.

This class is distinguished from that of Parks Maintenance Worker II through its primary responsibility for supervising more than one maintenance function or assignment. It is distinguished from the – Parks and Facilities Manager position in that the Manager level position is responsible for all functional areas and is the head of the Parks Division.

EXAMPLES OF DUTIES (Illustrative Only)

Plan, organize and direct the work of more than one crew engaged in the maintenance of areas assigned to the Community Services Department.

In accordance with project or program goals, establish work priorities and inspect work in progress and on completion.

Evaluate the performance of crewmembers.

Provide for the training of assigned personnel in work methods, use of tools and equipment and safety practices.

Provide for personnel, material and equipment necessary to perform work; and maintain adequate inventories of materials and equipment.

As necessary, perform crew work including the operation of all types motorized equipment.

Plan, organize and direct the work of contractors.

Conduct inspections of assigned areas and submit recommendations as to maintenance work needed.

Respond to inquiries and complaints from the public and other interested parties; and coordinate activities with other City divisions and departments and other applicable agencies.

Prepare and maintain reports and records; assist in budget preparation for the Division.

May serve as the Parks and Facilities Manager in his/her absence; depending upon work assignment, may also serve as the City Arborist.

As needed, respond to emergency situations.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of supervision, including selection and training; the operation and maintenance of a variety of motorized equipment; Methods, tools and equipment used in parks and facilities construction, repair and maintenance; safe work methods and practices; mathematical and related techniques used to estimate material needs and their costs.

Ability to:

Plan, supervise and engage in a broad range of park and facilities maintenance, operations, and construction functions; communicate effectively both orally and in writing; train, supervise, and provide quality control for park and facilities maintenance and/or private sector construction crews; regularly operate a motor vehicle; effectively supervise the work of the assigned personnel and accomplished the completion of assigned programs and projects; acquire a thorough knowledge of applicable programs, policies and regulations of the City and other government agencies; prepare and

maintain accurate written reports and records; operate and maintain equipment and tools; maintain effective working relationships with those contacted in the course of work including the public; operate listed tools and equipment.

Education and Experience:

Sufficient education and experience to satisfactorily perform the duties of the class. A typical qualifying background would be graduation from high school or possession of a GED along with two years of experience as a crew leader or a skilled worker in parks and facilities construction, repair and maintenance and/or of the completion of the probationary period for the position of Parks Maintenance Worker II with the City of San Bruno.

Licenses Required:

Possession of a State of California Class B driver's license.

Depending on assignment, possession of specialized certification as may be required by the City. (Pesticide applicator/advisor or ISA Arborist certification as examples)

TOOLS/EQUIPMENT USED

Pick-up, utility van, tanker, aerial, and/or dump trucks; wheel loader and tractors; traffic control devices; various hand and power tools used in parks and facilities maintenance; telephone, radio, and personal computer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; talk and hear; walk; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may be required to work night, early morning, or weekend hours dependent on workload factors in addition to normally scheduled work hours.

The noise level in the work environment can be loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change in accordance with applicable MOU provisions.

Effective Date: August 25, 2009

Resolution Number: 2009-94

Revision History: