

JOB DESCRIPTION

City of Patterson



Human Resources

OPERATIONS SUPERVISOR (Parks, Landscape and Buildings)

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under minimal supervision from the Deputy Director and oversight from the Director of Public Works, the Operations Supervisor assists the Deputy Director with the management of the staff and activities of the Parks, Landscape and Building Division; plans, assigns, directs, supervises and evaluates the work of Parks Division staff engaged in construction, maintenance and repair of parks grounds, facilities and landscaped areas within the City and Building Maintenance staff responsible for cleaning, sanitizing, maintaining and repairing City buildings and facilities; assists with the development of the operating budgets for areas of responsibility; provides complex staff support based on expertise and areas of responsibility to the Deputy Director and the Director of Public Works; performs administrative duties required of a first-line supervisor; and performs related work as required and special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal supervision from the Deputy Director and oversight from the Director of Public Works.

Exercises direct supervision of assigned Operations maintenance staff.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Participates in the development and implementation of Parks Division goals, objectives, policies, and priorities for each assigned service area.

Plans, directs, and coordinates, through subordinate personnel and contract services, the implementation of the Parks Division work plan; assigns related work activities and projects; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve operational problems.

Plans, organizes, and manages the City's building maintenance and janitorial activities for designated buildings and facilities.

Assists with the maintenance and operations of the Landscape Maintenance Districts.

Participates on employee selection panels and provides hiring recommendations; provides or coordinates staff training; as directed, works with employees to correct deficiencies, and implements disciplinary procedures;

recommends employee terminations and other corrective actions as needed; establishes pre-approved performance standards and evaluates the performance of subordinate personnel.

Participates in the development of the operating budgets for areas of responsibility; participates in the forecasting of additional funds needed for staffing, equipment, materials, and supplies; and gathers cost estimates as directed. Ensures compliance with City, State and Federal policies, procedures and regulations pertaining to parks management.

Supervises maintenance staff in the safe application and use of pesticides, fungicides, herbicides, and fertilizers in compliance with state law.

Inspects work sites before, during and after completion of work to assure that required work is completed in a satisfactory and thorough manner; inspects work sites, equipment, and tools for compliance with safety standards; and inspects and approves work done by outside contractors.

Supervises the safety program for areas of responsibility; coordinates and attends safety meetings; and ensures adherence to safe work practices by subordinate personnel.

Represents the Parks Division to other City departments, elected officials and outside agencies; coordinates Division activities with those of other departments and outside agencies and organizations.

Provides staff assistance to the Public Works Deputy Director and Director; participates on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.

Receives, investigates, and responds to citizen requests, suggestions, and complaints; and recommends appropriate corrective action(s).

Performs related duties as required and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of effective supervision, training and performance evaluation; materials, methods, horticultural practices and equipment used in park grounds maintenance and minor repair activities; materials, methods, practices and equipment used in tree maintenance, planting, preservation and pest management activities;; types and level of maintenance and repair programs as applicable to landscape and parks maintenance activities; principles of budget preparation, administration and expenditure control; techniques of effective contract management; pertinent Federal, State, and local laws, codes and regulations, including regulations related to safe and effective pesticide application; occupational hazards and standard safety precautions related to the work performed within the Division; standard record keeping and reporting procedures, including effective use of computerized maintenance systems; and entrepreneurial methods and techniques used in the public sector.

Ability to: Plan, organize, direct and implement a comprehensive maintenance program of the City's parks and landscaped areas; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; identify, trouble shoot and successfully correct a wide range of park construction, installation, landscape and equipment challenges, including drainage, irrigation, erosion control, soil, turf, ground cover, weed, disease, pest, shrub and tree management, playground repairs issues; plan, organize, direct and coordinate the work of subordinate staff; select, effectively supervise, train and evaluate the work performance of subordinate staff; delegate authority and responsibility as appropriate; prepare and administer budgets for effective cost control; prepare requests for proposals and contracts for professional services and effectively administer contracts; effectively manage time and projects; interpret and apply pertinent Federal, State and local policies, laws and regulations; read and interpret blueprints, diagrams, and construction drawings;

maintain accurate and up-to-date records; effectively use computers and computer technology; identify and appropriately respond to community and City Council issues, concerns and needs; maintain a high level of expertise in Park and Landscape maintenance, terminology and management; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with the public.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED Equivalent. An Associate's Degree from an accredited college or university with major course work in parks and natural resource management, recreation and leisure studies, landscape architecture or a related field is highly desirable.

Experience: Five (5) or more years of increasingly responsible experience performing parks and facilities maintenance, preferably in a Public Works environment, which includes 2 years in a lead role.

License or Certificate: Possession and maintenance of a valid California Class B driver's license is required.

Possession of a valid Landscape Irrigation certificate is required within one year of appointment.

Possession of a valid Landscape Industry Certified Technician (LICT) certification is required within one year of appointment.

Possession of a Landscape Industry Horticultural Technician (LIHT) certificate is required within one year of appointment.

Possession of a valid Qualified Applicator's License within one year of appointment.

Possession of a valid Playground Safety Inspector Certification from the National Playground Safety Institute (NPSI) is required within one year of appointment.

Possession of an ISA Certified Arborist designation is highly desirable, and may be used in lieu of LICT and LIHT certifications.

Possession of a Pest Control Advisor's license is desirable.

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, is regularly required concentrate to problem solve and make operational decisions; interpret and explain

department policies and procedures; explain operations and problem solve issues for the public and with staff.

Physical Conditions: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of the job, regularly sits for extended periods of time; uses hands and fingers to operate computer keyboard, file, write and answer phones; frequently required to walk, talk, and hear to provide direction and receive information. Essential duties also require work in the field and performance of maintenance duties such as repairing pipes, replacing valves, re-setting irrigation systems, fertilizing, over seeding and aerating parks. Essential duties occasionally require the ability to climb or balance; stoop, kneel, crouch, or crawl. May be expected to lift and/or move objects weighing up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions: Office and field environment. Will frequently drive on-site; be in the sun, rain, and other outside elements

FLSA Status: Non-Exempt

Created: December 2011

Revised: August 2022