

# CITY OF LAKE ELSINORE

## PARKS SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general direction, manages, plans, and coordinates the development, operation and maintenance of programs and projects for one or more parks or special use areas to ensure they support citizen's expectations, and approved performance goals, as well as recreation programs offered by the City.

### **DISTINGUISHING CHARACTERISTICS:**

This is a supervisory position within the Parks and Recreation Department which is responsible for the administration, supervision, training, and direction of parks staff. This classification is distinguished from the next higher classification of Parks and Recreation Director in that the latter is responsible for overall management of the department.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Parks and Recreation Director. Exercises direct and indirect supervision over assigned staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans and directs the work of skilled, semiskilled, unskilled, and support personnel, as assigned. Mentors and encourages, counsels and develops assigned staff to their highest and best performance.
- Develops goals and objectives for areas of functional responsibility consistent with departmental goals and objectives.
- Prepares estimates of the cost of maintenance and improvements of grounds and facilities.
- Manages the care and maintenance of recreational facilities, buildings, lawns, ground covers, parking lots, buildings, special use facilities, ornamental water, and any other feature of an assigned park or special use facility.

- Decides when, where, and what trees, shrubs, flowers, and lawns will be planted in an assigned area of responsibility; and directs when and how the planting shall be done.
- Implements the division's customer service program.
- Plans and manages assigned annual operating budget.
- Manages safety programs for assigned personnel.
- Manages training programs for assigned personnel.
- Makes recommendations to the Department Head regarding the implementation of annual and long-range Capital Improvement Programs.
- Prepares professional correspondence, memoranda, reports, and literature regarding assigned areas of responsibility.
- Attends meetings of the City Council, various other boards and commissions and presents the City's position on issues relating to park operations.
- Prepares and approves purchase orders consistent with City purchasing policies.
- Attends staff meetings.
- Performs research on issues pertaining to parks and park facilities.
- Provides assigned employees annual work plans and written performance evaluations.
- Provides disciplinary actions as-needed and consistent with City and departmental policies.
- Performs other administrative duties as assigned or required.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot, and cold. The incumbent may use cleaning and lubrication chemicals, which may expose the employee to fumes, dust and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routing standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provide the knowledge, skills, and abilities necessary for a Parks Supervisor. A typical way to obtain the required qualifications is to posses a bachelors degree, supplemented by technical courses in forestry, horticulture, landscaping, landscape architecture, or related field; and four years of experience in landscape architecture or landscape and horticultural maintenance activities, of which a minimum of two years has been spent at the level of crew leader/lead worker, or equivalent, where the ability to supervise work crews has been demonstrated.

**License/Certificate:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following area representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

City of Lake Elsinore Guiding Principles for all employees to achieve our potential as individuals and as an organization; Park management practices and procedures; Personnel management and supervisory practices; Budgets, finances, and financial practices as they relate to park management; Equipment and methods used in the propagation and care of turf, trees, plants and shrubs; Modern principles and practices of landscaping, and the treatment of plant disease; Equipment and methods of maintaining recreational facilities, buildings, lawns, ground covers, parking lots, buildings, special use of facilities, playground equipment, ornamental water, and any other feature of an assigned park or special use facility; Integrated Pest Management and pest control methods used in horticultural activities, including pesticides and fertilizers; Occupational hazards and safety regulations; Computerized irrigation systems.

**Ability to:**

Manage, plan and direct the work of technical, skilled, unskilled, and support personnel; Plan and monitor assigned budgets; Work in and around chemicals, pesticides, and fertilizers as used in a horticultural environment; Plan and execute appropriate training programs; Make presentations to employees, professional organizations, and members of the city staff and City

Council; Preparing professional correspondence, memoranda, reports, and literature regarding the park system; Utilize computer systems for inter and intranet communications, typical business software applications and office and phone equipment as supplied; Ensure the city's philosophy of successful customer service is understood by all subordinate employees and carried out in all forms of communication.

**Skill to:**

Operate standard office equipment, including a computer and a variety of word processing and software applications