



Facilities and Parks Maintenance Supervisor

POSITION SUMMARY:

Under general and/or specific direction, the Facilities and Parks Maintenance Supervisor performs technical, responsible and professional work at a supervisory level for the District's maintenance and parks services. This position: plans, organizes, and supervises the maintenance of District facilities and parks ; supervises the activities of field personnel and their use and maintenance of equipment; and maintains the District's buildings, structures and parks in safe and compliant condition for public use. Work also includes performing duties in the area of budgeting, purchasing, contract administration, report writing, training, and may act for the Parks and Facilities Manager in the latter's absence.

SUPERVISION RECEIVED AND EXERCISED:

Receives directions from the Parks and Facilities Manager and supervises employees in the Facilities department and Parks department.

DISTINGUISHING CHARACTERISTICS:

The Facilities and Parks Maintenance Supervisor is distinguished from the next lower position in that the Supervisor has full first-line supervisory responsibility over all assigned personnel; is responsible for submitting and monitoring assigned budgets; and assisting in the development and implementation of capital projects. The Facilities and Parks Maintenance Supervisor is distinguished from the next higher level (Parks and Facilities Manager) in that the latter is responsible for the administration and planning of all projects at LARPD and is the liaison for such, while the Facilities and Parks Maintenance Supervisor is responsible for the day-to-day maintenance and full first-line supervision of assigned employees and duties within the assigned portion of the division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the safety of facilities and parks supervised and for the safety of supervised employees.
2. Promotes and requires safe working practices and conducts on-site safety inspections.
3. Manages multiple priorities in a fast paced and occasionally stressful environment while under the pressure of concurrent deadlines.
4. Defines personnel resource needs. Develops and monitors daily, weekly, and seasonal work schedules.
5. Supervises staff including assigning and directing work, motivating employees, establishing performance expectations, evaluating performance, providing recognition, implementing progressive improvement and, when necessary, disciplinary procedures; addresses concerns and complaints, and seeks/implement solutions to resolve problems.
6. Plans and schedules maintenance, repair, renovation, and construction projects; makes recommendations on planning, development and implementation of new facilities and/or park areas.
7. Receives and reviews time sheets, invoices, reports, and data submitted by field supervisors.
8. Assists with budgets and monitors for areas supervised.
9. Responsible for the administration of contracts for purchasing supplies, equipment and services up to an authorized threshold.
10. Controls inventory; evaluates material and equipment requirements; prepares and monitors specifications and bidding materials; submits requisitions; seeks and evaluates suppliers and pricing; evaluates goods and services received; and monitors the use of materials to maintain inventory.
11. Plans and coordinates facility maintenance schedules with facility use schedules and avoids conflicts between programs and maintenance activities to the extent possible.

12. Maintains records and prepares comprehensive reports associated with assigned duties, such as: safety inspections, monthly chemical use reports, inspections for commercial vehicles, graffiti and vandalism reports, manpower and cost estimates.
13. Submits required documents/reports that are complete, accurate and on a timely basis.
14. Provides recommendations on proper care of facilities and equipment.
15. Coordinates assigned tasks with other divisions and other agencies.
16. Represents the District at various professional meetings and organizations.
17. Interact with other agencies to share information on facility and maintenance projects or procedures.
18. Maintains professional and technical knowledge by attending educational workshops, studying professional publications and participating in professional organizations.
19. Develops and administers employee training programs such as, skill development and safety awareness, first aid, and the safe and proper use of tools and equipment.
20. Provides staff and support for the District's special events.
21. At all times, it demonstrates cooperative behavior with colleagues, supervisors and the public.

QUALIFICATIONS:

Education and Experience:

AA or AS degree in parks and recreation management, public administration, facility management, construction management or a related field from an accredited college. (A BA or BS is desirable).

AND

Experience: Six (6) years of increasingly responsible paid experience in facility maintenance, park maintenance, construction management or a related field with three (3) of the six years in increasing responsibility in management of park and recreation facility maintenance and development in a supervisory or lead capacity,

OR

Any combination of training, education and experience that would provide the required knowledge, skills and abilities required of the position.

KNOWLEDGE OF

- Principles of employee supervision, counseling, motivation and disciplinary action;
- Safe work practices, safety codes and applicable laws and regulations including requirements of CAL OSHA and familiarity with CEQA.
- Superior customer service techniques.
- Basic arithmetic, correct English grammar, spelling, and punctuation.
- Methods, materials, equipment and practices used in the maintenance, repair and construction of parks and recreation facilities.
- Basic carpentry, plumbing, electrical, masonry and landscaping;
- Operation, maintenance and repair of equipment and tools used for grounds and maintenance activities;
- Manual and automatic control systems for security, lighting, and irrigation (installation, operation and repair);
- Integrated Pest Management (IPM) principles, as they relate to the management of pests in District facilities including ESS sites in compliance with the "Healthy Schools Act".
- Recreation program utilization of facilities, with associated impacts on maintenance and scheduling.

ABILITY TO

- Direct, evaluate and report on the overall operations of the assigned work group;
- Supervise, organize and review the work of subordinate staff.
- Evaluate and counsel employees regarding performance, including positive feedback and recognition.
- Plan and conduct personnel training on activities, rules, regulations, policies, procedures, and practices.

- Plan maintenance and construction projects, including the development of plans and specifications, time lines, budget, staff schedules, purchasing and bidding documents, evaluating bids, etc;
- Identify, estimate and describe needs for personnel, time, material, equipment and other resources required to attain the objectives of the assigned work group.
- Research and write budget requests, construction and maintenance schedules and specifications for equipment and vehicles used by the assigned work group.
- Read and interpret schematic and construction plans and maps including electrical, mechanical, plumbing, planning diagrams, irrigation and drainage systems, and other related design items.
- Acquire a thorough knowledge of all aspects of the District's facilities;
- Learn, interpret, and apply District rules, regulations, policies, procedures and practices.
- Establish and maintain effective working relationships with supervisors, co-workers, outside agencies and the general public.
- Communicate effectively, both verbally and in writing.
- Identify and implement alternative solutions to achieve the best resolutions to disputes.
- Operate a personal computer using word processing and spreadsheet software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position. While performing the duties of this position, the employee is regularly required to use hands and fingers to handle or feel objects, tools or controls, and is required to talk and hear. The employee is frequently required to sit, stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must frequently lift 10 to 50 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.

ENVIRONMENTAL ELEMENTS:

While performing the essential duties and responsibilities of this position, the employee will occasionally work in outside weather conditions; work near moving mechanical parts; work in high, precarious places; be occasionally exposed to fumes or airborne particles, toxic or caustic chemicals as well as high noise levels. Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance
- Medical exam and tuberculosis clearance

WORKING CONDITIONS:

Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

Possession of a Class C California Driver's license, with a satisfactory driving record as determined by the District, at time of appointment and throughout employment.

REASONABLE ACCOMMODATION

Applicants with disabilities may request reasonable accommodation throughout the selection process. Requests for reasonable accommodation during the selection process may be made by contacting the Human Resources Office prior to the final filing date. LARPD is an Equal Opportunity/ADA Employer and values diversity at all levels of the organization.

CLASSIFICATION DETAILS/HISTORY

Job Code:5210L

FLSA Status: Exempt

Supersedes: New