

Phelan Piñon Hills Community Services District Job Description

JOB TITLE: Parks Operations Supervisor

EXEMPT:	No	SALARY LEVEL :	30
DEPARTMENT:	Parks	APPROVED:	July 24, 2025
REPORTS TO:	Parks Manager		

SUMMARY:

Under direction of the Parks Manager, the Parks Operations Supervisor oversees the day-to-day maintenance and operations of District parks and related facilities. This position is responsible for supervising staff, coordinating maintenance schedules, participating in hands-on park maintenance, and ensuring compliance with safety and quality standards. The role requires advanced knowledge of irrigation systems, landscaping, equipment operation, and minor facility repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Responsibilities and duties may include, but are not limited to, the following):

Supervisory:

- Supervise and participate in the maintenance and cleaning of parks, including buildings, playgrounds, restrooms, landscaped areas, fences, roads, walkways, parking lots, playing fields, and any related areas.
- Assign, train, evaluate, and provide guidance to maintenance personnel.
- Monitor and evaluate staff performance, provide feedback, and assist in disciplinary actions when necessary.
- Participate in hiring, training, and conducting formal performance evaluations.
- Schedule daily and weekly work plans; ensure timely completion of tasks and projects.
- Promote a safe, positive, and productive work environment.
- Monitor park areas and ensure all incidents including injuries, vandalism, equipment malfunctions, and misuse of facilities are promptly reported to the Parks Manager for appropriate follow-up.
- In the absence of the Parks Manager, take appropriate corrective actions as necessary to ensure public safety and the continued delivery of services to District customers.

Operations and Maintenance:

- Oversee irrigation system repairs and monitor landscape watering schedules.
- Perform and supervise general landscaping duties such as planting, pruning, fertilizing, mulching, mowing, and weed control.
- Conduct regular inspections of parks and facilities to identify hazards, maintenance needs, and safety compliance.
- Coordinate preventative maintenance programs and emergency repair procedures.
- Perform minor facility repairs, including lighting, carpentry, painting, and

equipment replacement.

- Maintain inventory and oversee ordering of tools, equipment, and supplies.
- Ensure vehicles and equipment are properly maintained, inspected, and cleaned.

Project and Technical Support:

- Provide input on the design and maintenance of parks and park-related construction projects.
- Review and interpret blueprints, technical specifications, and landscape plans.
- Assist with project planning, cost estimates, and coordination with contractors and vendors.
- Ensure work aligns with District policies and applicable regulations.

Administrative and Customer Service:

- Maintain accurate records including work logs, timesheets, safety reports, and maintenance schedules.
- Prepare operational reports and communicate recommendations to the Parks Manager.
- Respond to public inquiries and complaints regarding park use and conditions.
- Enforce District rules, safety regulations, and park ordinances.

Compliance and Reporting Responsibilities:

- Ensure that chemical applications meet regulatory compliance standards. This includes maintaining up-to-date records, submitting required pesticide use reports, and ensuring adherence to all applicable regulations from the California Department of Pesticide Regulation, OSHA, and local agencies.
- Maintain complete and up-to-date playground safety records, including inspection logs, maintenance reports, and hazard mitigation actions. These records must meet national standards and be readily accessible for legal, insurance, and internal review purposes.
- Retain records in accordance with state and federal guidelines and make them available to regulatory agencies upon request.
- Ensure timely submission of all required reports and documentation related to pesticide use, playground safety inspections, maintenance activities, and incident reports.

QUALIFICATION REQUIREMENTS:

Education and Experience:

- High school diploma or equivalent required.
- Minimum of five (5) years of increasingly responsible experience in parks, grounds, or facilities maintenance.
- At least five (5) years of supervisory or lead worker experience in a similar setting.

Certificates, Licenses, Registrations, & Special Requirements:

- Valid Class C California Driver's License and satisfactory driving record.
- Must maintain insurability under the District's vehicle insurance policy.
- Possession of, or ability to obtain, a Certified Playground Safety Inspector certification (CPSI) within a reasonable timeframe, based on available training opportunities.
- Possession of, or ability to obtain a Qualified Applicator Certificate (QAC) within a reasonable timeframe, based on available training opportunities.
- Responsible for maintaining up-to-date compliance documentation and submitting regulatory reports required for pesticide applications (QAC) and certified playground inspections (CPSI).
- Must be available to work evenings, weekends, holidays, and respond to emergencies as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Parks and landscape maintenance techniques and equipment.
- Horticultural practices and pest/disease control.
- Safe operation and maintenance of tools, vehicles, and equipment.
- OSHA safety regulations and environmental standards.
- Basic plumbing, electrical, carpentry, and construction methods.
- Personnel supervision and scheduling.
- Budgeting and inventory control practices.
- District policies, codes, and ordinances.

Skill in:

- Team leadership and conflict resolution.
- Effective oral and written communication.
- Time management and prioritization.
- Problem-solving and decision-making.
- Reading and interpreting blueprints, specifications, and technical documents.
- Operating computers and standard business software (e.g., Microsoft Office).

Ability to:

- Supervise, motivate, and evaluate staff.
- Ensure compliance with safety protocols and regulatory requirements.
- Maintain detailed records and prepare accurate reports.
- Respond to emergencies and adapt to changing priorities.
- Communicate effectively with the public, contractors, and internal staff.
- Lift up to 50 lbs. regularly and occasionally up to 100 lbs. with assistance.
- Work outdoors in all weather conditions and physically demanding environments.

TYPICAL PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Perform manual labor outdoors in varying weather and environmental conditions.
- Regularly climb, stoop, kneel, crouch, and stand for extended periods.
- Operate hand and power tools, vehicles, and landscape equipment.
- Exposure to dust, fumes, noise, chemicals, and traffic.
- Use a keyboard, write reports, and communicate via phone and email.
- Drive to different park locations as required.

OTHER REQUIREMENTS:

- Must comply with all District policies, procedures, and the Employee Personnel Manual.
- Must pass background check, pre-employment physical, and drug screening (if applicable).