

**Phelan Piñon Hills Community Services District
Job Description**

JOB TITLE: Parks Operations Supervisor

EXEMPT:	No	JOB CODE:	
DEPARTMENT:	Facilities & Maintenance	SALARY LEVEL:	85
REPORTS TO:	General Manager	APPROVED:	6-5-12

*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.*

SUMMARY: Responsible for supervising all parks maintenance staff, plans, organizes, administers and directs the operations and maintenance of the park grounds and facilities including construction activities, and inspections.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

SUPERVISION: Manages and Oversees operation of parks and facilities. Provide direct supervision of the work effort of parks maintenance staff to insure goals and objectives are being met. Supervise, train, evaluate, and review the work of the construction and maintenance staff responsible for construction, operation, and repair of various park facilities, related items including buildings and grounds. Participate in the selection of staff; provide or coordinate staff training; promote a positive and productive work environment; work with employees to correct deficiencies; implement disciplinary procedures; generate and administer annual employee performance evaluations. Assist the General Manager in the development and implementation of goals, objectives, policies and priorities of the field operations. Assist the General Manager and the Administrative Services Manager in the preparation of the budget for the parks operations. Must be capable of and physically able to perform tasks of Parks Maintenance I. Practices continuous learning through individual study, classroom training, seminars and conferences.

MAINTENANCE, REPAIR AND MONITORING: Works with planning on updates of Parks and Recreation Comprehensive Plan, Park Master Plans. Oversees planning and development of all parks and recreation facility projects. Assist in the coordination and review of the work plan for the park field operations; meet with staff to identify and resolve problems; review and evaluate work products, methods and procedures. Review findings with General Manager and implement appropriate changes as needed. Implement and monitor weekly workload planning activities; review and approve time sheets and vacation/request for time off forms for assigned staff. Establish scheduled and methods for providing system operations, emergency repair procedures, on call staffing, and predictive preventive maintenance programs, Provides technical assistance on proposed alterations or improvements to park facilities. Assists in cost estimation. Reviews technical drawings and specifications for projects. Provides technical advice and guidance to personnel on projects being completed "in-house." Monitors work being done by contractors. Coordinate the work effort related to the operations, design, construction,

and maintenance of parks and facilities. Report significant operation problems and recommendations for resolution to the General Manager. In emergencies, the Parks Supervisor has the authority to take corrective actions where such actions are deemed essential to public safety and continued service to the District's customers. Supervise inventory control of the park operations equipment and materials, review purchase order and work order requests. Assist in the coordination and review of the work plan for the park field operations; meet with staff to identify and resolve problems; review and evaluate work products, methods, and procedures. Review findings with General Manager and implement appropriate changes as needed. Implement and monitor weekly workload planning activities; review and approve timesheets and vacation/request for time off forms for assigned staff. Establish scheduled and methods for providing system operations, emergency repair procedures, on-call staffing, and predictive preventative maintenance programs. May be required to assist other departments in various duties.

SAFETY: Enforce all safety regulations insuring employees are properly trained, safe work methods are followed, and appropriate safety precautions and equipment are utilized. Review with subordinate staff parks operations data and assist in implementation of changes needed to meet federal, state and local requirements, review drawings of proposed new facilities and make recommendations for upgrades.

CUSTOMER SERVICE: Answer questions, and gives direction and information to the public regarding park ordinances, rules and regulations; insures that order is maintained in the park, and reports injuries, vandalism, area misuse, and other undesirable activities to the appropriate authority.

VEHICLES/EQUIPMENT: Operates a District vehicle and small power equipment to accomplish daily job assignments. Cleans and performs daily maintenance checks on assigned vehicle, keeps vehicle clean and stocked with necessary tools and reports malfunctions to General Manager.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED), General Construction background and/or license, and 5 years supervisory experience and training providing knowledge, skills and abilities cited above.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to customers and employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of

measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Must maintain a current, valid, California Drivers License. A playground safety inspector certificate, through the National Playground Safety Institute (NPSI).

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 this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, sit and climb or balance. Especially important is the ability to stoop, kneel, crouch, bend over, crawl, talk and hear, as the employee frequently is required to perform these functions. The employee must occasionally lift from 50 to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, the ability to adjust focus, and the ability to read small numbers, dials, and gauges accurately.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme heat and cold and airborne particles due to frequent moderate to high wind conditions. The employee may perform duties in adverse traffic conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually minor.

COMMENTS: Must read, understand and comply with the District's Employee Personnel Manual and all policies and procedures.