

CITY OF OCEANSIDE

NEW: OCTOBER 2024

JOB CODE:

UNIT: MECO

SENIOR PARKS AND BEACHES MAINTENANCE SUPERVISOR

*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.*

DEFINITION

Under general direction, supervises, assigns, reviews and participates in the work of the Parks and Beaches section responsible for the maintenance and repair of irrigation systems, maintenance of municipal parks, recreation facilities, beaches, municipal fishing pier, and other public improvements; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for the maintenance and repair of municipal parks, recreation facilities, beaches, municipal pier, and other public improvements. Must have extensive irrigation knowledge in design concepts, installation, maintenance, troubleshooting, electrical, and programming. Must have extensive knowledge of central irrigation control systems; the City of Oceanside Calsense irrigation central control systems. Must possess a working knowledge of irrigation well systems, direct drive, variable speed drive, submersible, and irrigation booster pumps. Establishes schedules and methods for providing assigned services and activities; identifies resource needs; allocates resources accordingly. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; monitors work activities to ensure compliance with established policies and procedures. Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues in coordination with Human Resources; implements discipline in consultation with Human Resources; responds to staff questions and concerns. Supervises the work of City personnel, irrigation crews, beach crews, crews that do various other maintenance tasks throughout the city and contract management staff. Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City regulations, policies, and operating procedures and practices; identifies problem areas and directs remedial action. Monitors work sites and ensures adherence to safe work practices and procedures; responds to and resolves complex work related or equipment operating problems. Ensures assigned section activities are carried out in a safe and efficient manner. Schedules and oversees assigned contractors performing maintenance and repair of public facilities to ensure quality of work, compliance with City specifications, and conformance with department plans and programs. Participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures. Maintains records concerning operations and programs; prepares reports on operations and activities. Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required. Establishes and maintains safety programs for assigned staff; implements related action plans. Responds to and investigates work related injury and/or illness.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of landscape and irrigation maintenance and operations; incorporates new developments as appropriate into programs. Reviews preliminary construction plans and inspects new construction for compliance with City specifications and standards; performs other related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, training, work evaluation and discipline;
- Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards;
- Principles and practices of budget development and administration;
- Turfgrass management, plant identification and plant care, and related activities such as proper fertilization practices, turfgrass irrigation, pest management, and turfgrass cultural systems;
- Operations, services and activities of a municipal maintenance program for City parks and related facilities;
- Methods, practices, materials, tools and equipment used in the construction, maintenance and repair of City parks; modern and complex principles and practices of project management and coordination;
- Principles and practices of construction including carpentry, plumbing and electrical;
- Practices and applications of horticulture including pest, plant and disease identification;
- Specification writing principles and practices;
- Preparation and evaluation of "Requests for Proposal" for services;
- Methods and techniques of contract negotiation and administration;
- Occupational safety hazards and safe work practices;
- Principles of municipal budget preparation and control;
- Principles of supervision, training and performance evaluation;
- Office procedures, methods, and equipment including computers and applicable software applications and asset management software;
- Pertinent Federal, State and local laws, codes and regulations;

Ability to:

- Supervise, select, train, organize and evaluate staff;
- Plan, coordinate and schedule assigned maintenance functions;
- Analyze City maintenance needs and recommend appropriate action;
- Administer and effectively manage maintenance projects and associated contracts;
- Read, interpret and analyze various specifications, drawings and plans;
- Ensure project compliance with established policies and procedures;
- Respond to requests and inquiries from the general public;
- Respond to maintenance/repair emergencies;
- Safely drive and skillfully operate equipment and machinery;
- Understand and follow oral and written instructions;

- Interpret and explain City policies and procedures;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience: Five years of responsible maintenance and construction experience related to landscape/horticulture/agricultural/arboriculture, including two years of supervisory or lead experience. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

An Associate's degree from an accredited college or university in Horticulture or a related field is desirable.

Licenses/Certificate:

- The ability to, obtain and maintain, a valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions: Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; visual acuity for reading schematics and plans.