

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

PARKS and TREES SUPERVISOR

Civil Service Status: Open Competitive/Promotional
Probationary Period: 1 Yr.-Competitive/6 mo. Promotional
Classification Series: Field Services
FLSA Status: Non-Exempt

Bargaining Unit: General Employee Association
Approved by City Council: 1-20-09
Resolution No.: 2009-12

*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.*

DEFINITION

Under general direction of the Director of Field Services, this position supervises and assists the work of an assigned Parks and Trees work crews and in accordance with established objectives and work standards of the City; implements work procedures; participates in the planning and outlining of work projects; performs related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs skilled and supervisory work over crews including maintenance employees in parks and recreation areas, restrooms, grounds, athletic fields, facilities maintenance, graffiti removal, weed abatement, athletic field, green space, landscape, irrigation, tree maintenance in parks parkways, medians, and right of ways;
- Plans, directs, coordinates and schedules work crews in assigned areas;
- Instructs, trains, and supervises subordinate employees in semi-skilled and skilled operations;
- Conducts employee training in work methods, safe and effective work practices, and use, of power tools, and equipment;
- Investigates service requests in city parks, identifies parks and facilities areas in need of maintenance, repair, or construction; prioritizes, schedules and outlines work projects; and directs the performance of the assigned duties;
- Investigates requests for service and complaints from the general public regarding municipal tree trimming and removal procedures; prioritizes, schedules and outlines work projects and directs the performance of the assigned duties;
- Evaluates City-owned trees for trimming and/or removal and determines which trees are to be involved;
- Establishes and oversees the maintenance of the tree trimming cycle;
- Coordinates tree trimming activities with other departments/divisions;
- Manages contract services of on-street and off-street landscaping and tree maintenance, including monitoring and inspecting the performance of service providers and approving payments;
- Leads and assists in the planting and removal of park and parkway trees;
- Assigns work assignments and allocates tasks;
- Manages contract for graffiti removal throughout the city and parks;
- Manages contract for pressure washing of bus shelters and central business district walkways;

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- Prepares thorough and accurate statistical information, reports, and cost estimates on contract work activities, usage of materials, supplies, and equipment;
- Develops and implements standardized maintenance procedures and annual maintenance programs;
- Ensures that equipment and infrastructure are maintained according to established maintenance schedules; ensures that safe maintenance and repair procedures are followed;
- Makes recommendations as to whether work can be done in-house or contracted and advises management concerning the technical aspects of maintaining, replacing or renovating equipment and infrastructure;
- May alter work methods to improve effectiveness and efficiency; participate in the planning of work projects; estimate and/or recommend labor, equipment and materials necessary for project completion;
- According to established procedures, requisitions necessary materials equipment and supplies, and reviews inventories; receives and inspects equipment and supplies; ensures that inventory is maintained at levels adequate to meet work project needs;
- Provides assistance and coordinates work crew activities with other department staff, City employees, or the public; responds to inquiries and resolves complaints.
- Inspects work projects in progress and on completion to ensure conformance to established work standards, including the work of contractors;
- Corresponds with the public and City staff in person, over the telephone, via email and in writing;
- Participates in the employee recruitment selection, evaluates the job performance of subordinate employees and recommends disciplinary action;
- Operates and directs the operation of various combinations of equipment;
- Uses hand and portable power tools;
- Loads and unloads materials and equipment;
- Prepares repair cost estimates, accident damage reports, and reports of damages from special events;
- Assists in the budget preparation;
- Responds to emergency calls and assists with emergency maintenance and repairs on after-hours call outs;
- Serves under the direction of the departments emergency center;
- Performs other related duties as assigned or as situation requires;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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Knowledge of:

- Horticulture, including recognition and use and care of a variety of grasses, shrubs, trees and ornamental plants;
- Technical duties relating specifically to tree trimming maintenance functions;
- The practices, methods and materials used in the assigned maintenance or repair activity;
- Safety procedures related to tree trimming and removal and related manual and power driven equipment;
- The operation, uses and maintenance of tools and equipment;
- Procedures for requisitions and purchasing necessary materials and supplies;
- Occupational hazards and standard safety precautions necessary in the workplace;
- Principles and practices of supervision and training;
- Record keeping and report writing;
- Hazardous materials handling, containment, storage, and disposal;

Skills:

- In the use of various types of vehicles, power tools, and equipment;
- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and word processing software application;

Ability to:

- Work with limited supervision;
- Adhere to multiple deadlines and handle multiple projects;
- Handle confidential information with discretion;
- Perform all the skills of the public works maintenance crews;
- Interpret written and oral instructions and carry them out;
- Respond to service requests;
- Use and care for assigned equipment and tools in work area assigned;
- Keep records and prepare reports and maintain accurate records;
- Establish and maintain effective working relationships;
- Deal calmly with rude or angry people;
- Willingness to work overtime as requested;
- Work in inclement weather and/or uneven surfaces;
- Understand and interpret provisions of the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to their respective job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;

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- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Provide work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) and supplemented by appropriate technology programs.

Experience:

Five (5) years of increasingly responsible experience in related activity, including supervisory experience.

License or Certificate:

- Possession of or ability to obtain within six (6) months of appointment, a valid Class B California driver's license is required as a condition of continued employment and with a satisfactory driving record;
- Possess a valid California Class "C" Driver's License;

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.