

**EAST BAY REGIONAL PARK DISTRICT**  
**CONTRACT/ENCROACHMENT SUPERVISOR**

**GENERAL FUNCTION:**

Under general direction, supervises the District's maintenance contracting and encroachment permit programs, and provides primary administrative support for the Chief, Maintenance and Skilled Trades. Develops and administers policies and procedures to improve the efficiencies of the maintenance contracting and encroachment permit programs.

**ESSENTIAL FUNCTIONS:**

Provides primary assistance to the Chief by serving in lieu of and by completing projects that would otherwise fall to the Chief. When serving "in lieu of", this position operates with the full authority of the Chief. Supervises staff in the Maintenance Division Contract, Encroachment Permit and Major Maintenance programs; interviews and hires staff; schedules staff to handle contracting and encroachment permit work; trains staff on procedures, software and upgrades; establishes and communicates goals and operational standards for public service for the Maintenance Administrative Analysts; evaluates customer service levels; writes performance appraisals and reports. Administers annual Major Maintenance program budget. Provides contract and encroachment training for District staff. Administers encroachment permit process, negotiates conditions of complex encroachment permits. Reviews, researches, analyzes, and recommends changes to District policies and procedures for maintenance contracting and encroachment permits. Acts as liaison for the Maintenance Department administrative staff with other District departments, outside agencies and the public; maintains an effective working relationship with contractors, vendors, and other public agencies.

**OTHER FUNCTIONS AND DUTIES:**

Sets up and updates fee schedules for encroachment permits; analyzes statistics for reports to upper management and the Board of Directors; presents program details to the Board of Directors as necessary; ensures adequate insurance coverage is provided for maintenance contracts and encroachment permits; responds to internal and external customer inquiries; and other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Education: Bachelor's degree in Public Administration or other related course of study;  
and

Experience: Five years of recent full-time paid professional level administrative experience, three of which must have been in a supervisory position

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of contracting procedures; administrative knowledge including budgeting, personnel and organizational principles and practices. Good organizational skills. Possess sound judgment and leadership skills. Familiarity with risk management concepts. Ability to work independently while understanding and applying District and departmental policies; knowledge of park use trends. Ability to supervise, train, develop and motivate subordinate staff. Ability to communicate well orally and in writing. Skill in system administration of a variety of computer software programs, specifically knowledge of spreadsheets and computer aided design. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Chief, Maintenance and Skilled Trades

SUPERVISES: Administrative Analysts I & II, staff assigned to Contract, Encroachments Permits and Major Maintenance programs