

## EAST BAY REGIONAL PARK DISTRICT

### **ROADS AND TRAILS SUPERVISOR**

#### **GENERAL FUNCTION**

Under direction, to supervise the construction, repair, maintenance and/or improvement of all roads, trails, and parking lots in and between District parks; to recommend, design and supervise environmental maintenance and restoration projects; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Supervises Roads and Trails crew, which include journey-level equipment operators; coordinates the work of other park crews, and the work of outside contractors; develops and administers budgets, work schedules, maintenance schedules, contracts, staff training programs, safety meetings and performance evaluations; provides leadership, motivation, support and encouragement to staff; coordinates personnel, performs research, prepares cost estimates and analysis, purchases and/or recommends purchase of materials, tools and equipment for a wide variety of projects; designs erosion control plans, drain structures, culvert installations, accessible ramps and barrier-free trails; maintains records and writes reports and other correspondence as required; consults with park supervisors and other staff and generally provides expertise and recommendations for maintenance or repair strategies.

#### **OTHER FUNCTIONS AND DUTIES**

Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Education: Equivalent to the completion of 12th grade; and

Experience: Five years of appropriate experience in light and heavy construction, preferably in field and trail construction and grading, including at least two years of supervisory experience in this field.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the paving, grading, heavy, and light construction industry including heavy equipment operation, road design and construction grading, erosion control and the appropriate codes, regulations and permits. Knowledge of materials used in the industry. Basic knowledge of soil types and vegetation and an understanding of the impact of heavy equipment operations on this environment. Knowledge and skill in the principles and practices of effective supervision. Ability to organize work, order material, adhere to budget and direct the efforts of employees and crews of employees toward the efficient and successful construction and maintenance of roads, trails, etc. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

#### **SPECIAL CONDITIONS OF EMPLOYMENT**

A valid California Class C driver's license is a condition of initial and continued employment in this classification. Persons in this classification must be able to use a respirator in the performance of their work. In accordance with CAL OSHA respirator regulations, Title 8, 5144 (c) (g) (I) (A) (I.), incumbent shall not wear beards or long sideburns that impede the effectiveness of the respirator.

REPORTS TO: Maintenance Superintendent

SUPERVISES: Equipment Operator, Park Craft Specialist, Park Ranger II.

Employment Category: AFSCME Local 2428, Effective 3/6/04  
Revision Adopted by Board, replaces Roads and Trails Crew Supervisor, April 1981  
Revision Approved by General Manager: December 18, 2003  
Salary Revised per Joint Equity Committee Effective January 1, 2004  
Salary Revision Approved by Board: March 2, 2004  
Revision Approved by General Manager: October 21, 2009  
Revision Approved by General Manager: January 21, 2011