

## EAST BAY REGIONAL PARK DISTRICT

### ALTERNATIVE WORK PROGRAMS SUPERVISOR

#### GENERAL FUNCTION

Under general supervision, to supervise a rotating crew of alternative work program participants and work with them in the completion of manual labor park projects; to coordinate all aspects of the program and to do other work as required.

#### ESSENTIAL FUNCTIONS

The essential functions of this position may include, but are not limited to, the following:

Plans and schedules projects according to park needs, crew size and ability, and seasonal factors; coordinates project work with park supervisors and staff; organizes work and directs crew in accomplishing the project; trains and instructs crew daily in safe and proper work methods, tool use, and program rules and objectives; judges skill level and safety practices of participants and adjusts work tasks accordingly; provides immediate feedback to participants for evaluation and discipline purposes; mediates disputes among crew members; as a working supervisor, stays with and performs labor-intensive tasks with crew all day; picks up and drops off crew at designated site; drives crew to changing assignment locations; orders supplies and tools; maintains and organizes tools and equipment; performs vehicle and equipment maintenance; completes miscellaneous administrative tasks, i.e., writes monthly reports; checks attendance rosters; prepares, administers and monitors budget; develops and maintains a program operating guide; maintains and compiles program statistics and safety records; submits regular reports to the County, etc.; acts as a liaison with appropriate county staff.

#### OTHER FUNCTIONS AND DUTIES

Other tasks related to this position will include: performs related duties as assigned.

#### MINIMUM QUALIFICATIONS

- Education: Equivalent to completion of the twelfth grade, and
- Experience: Three years of experience in the East Bay Regional Park District classification of Park Ranger II; OR Two years of experience in the East Bay Regional Park District classification of Park Craft Specialist; OR Five years recent experience in park facility maintenance, construction, or related field and which demonstrates the ability to provide quality customer service.
- Substitution: College education in park maintenance, administration or management, resource management or a related field may be substituted for one year of the required experience outside of the District on the basis of one full year of college education is equal to six months experience.

EAST BAY REGIONAL PARK DISTRICT  
ALTERNATIVE WORK PROGRAMS SUPERVISOR  
JOB DESCRIPTION  
Page 2

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of safe work practices in order to ensure a safe work environment. Knowledge of the principles and practices of effective supervision. Considerable knowledge of the materials, methods, techniques, tools and equipment used in park maintenance and repair. Working knowledge of budget and general administrative procedures. Basic trade skills including trail construction skills. Sound judgement and effective leadership skills. Skill in the care, operation and maintenance of equipment, tools and supplies. Physical strength and agility to perform manual labor. Ability to organize work and direct/assist crew of varying sizes in accomplishing job tasks. Ability to work with, train and motivate workers who have a variety of skill levels in labor-intensive work. Ability to work independently and adapt to changing circumstances. Ability to understand and apply District, departmental and county policies and procedures. Ability to think clearly and apply logic and common sense to problem solving. Ability to communicate clearly, concisely and effectively, both orally and in writing. Ability to use general office equipment. 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 and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification. Alternative Work Programs Supervisor may be required to work unusual hours, weekends and holidays. Alternative Work Programs Supervisors are required to wear a District uniform.

REPORTS TO: Park Unit Manager

SUPERVISES: Alternative work program participants