

EAST BAY REGIONAL PARK DISTRICT

PARK SUPERVISOR

GENERAL FUNCTION

Under general supervision, to supervise staff in the maintenance and operation of an assigned area of the District's regional parks and trails, and to ensure a safe, positive experience for the public while preserving and enhancing the area's natural resources.

ESSENTIAL FUNCTIONS

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

Supervision

Hire, train, schedule, motivate, develop and evaluate staff; assign, prioritize and monitor work assignments; establish goals and standards; work with employees to promote good performance, correct deficiencies, implement discipline procedures if necessary; train volunteers and seasonal staff; plan, arrange, schedule and monitor projects for special crews and volunteers; develop and adhere to safety programs; monitor neighbors, outside agencies, operating agreements and contractors; participate in the development of standards and guidelines for park residents; monitor park residents and concessionaires to ensure compliance with the guidelines/contract, respond to their equipment and maintenance needs; develop, coordinate, monitor and evaluate special events.

Administration/Budget

Write reports, letters, memos; prioritize planned and unplanned work; compile statistics, keep logs and records; develop, prepare, administer and monitor budget; prepare, write specifications, administer and monitor contracts; participate in the development and negotiations of operating agreements and ensure adherence to these agreements; develop and maintain park operating guide; purchase equipment, materials and supplies.

Operations & Maintenance

Plan, prioritize and implement maintenance operations; recognize, protect, monitor and enhance the park's natural resources, including enforcement of Ordinance 38; analyze situations and solve problems; inspect park facilities; may perform physical labor relating to projects and maintenance functions, perform all functions of support staff when necessary; responsible for vehicle and equipment maintenance; respond and act upon emergency situations.

Communication/Coordination

Coordinate the activities of assigned area and maintain open communication with supervisor, other divisions within department (i.e., Interpretive & Recreation, Maintenance & Skilled Trades), other district departments, other public and private agencies, neighbors, and the general public; coordinate with contractors for job scheduling, preparation and planning; respond to inquiries, concerns, complaints; participate in acquisition, planning and design process when necessary; prepare and conduct presentations to the public, District staff, Board, board committees, outside agencies, neighborhood associations, etc.

OTHER FUNCTIONS AND DUTIES

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

EAST BAY REGIONAL PARK DISTRICT
PARK SUPERVISOR JOB DESCRIPTION
PAGE 2

MINIMUM QUALIFICATIONS

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

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of the principles of supervision, training and performance evaluation. Knowledge of safe work practices in order to ensure a safe working environment. Considerable knowledge of the materials, methods, techniques, tools and equipment used in park maintenance and repair. Knowledge of horticultural planting techniques and methods, pruning techniques, fertilizing requirements, irrigation needs and other plant care techniques. Knowledge of budget and general administrative procedures. Basic trade knowledge. Skill in the care, operation and maintenance of park equipment, tools and supplies. Physical strength and agility to perform manual labor. Ability to understand and apply District and departmental policies and procedures; think clearly and apply logic and common sense to problem solving; communicate clearly, concisely and effectively, both orally and in writing; use office equipment, including personal computers, fax machines, etc.; 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. Park Supervisors may be required to work unusual hours, weekends and holidays. Park Supervisors are required to wear a District uniform and must be able to use a respirator in accordance with CAL-OSHA regulations.

REPORTS TO: Park Unit Manager, Supervising Naturalist, or Park Supervisor IV.

SUPERVISES: This position may supervise both regular and seasonal support staff, outside crews, volunteers and concessionaires.

Employment Category: AFSCME Local 2428, Classification Level (I, II, III or IV) to be determined by Park Classification System. Monthly salary ranges effective March 23, 2002 (Level I - \$4,296.93 to 4,697.33; Level II - \$4,608.93 to 5,054.40; Level III - \$4,790.93 to 5,276.27; Level IV - \$5,011.07 to 5,486.00).

Adopted by Board: May, 1978, Resolution No. 1978-5-114
Revisions approved by General Manager: March 5, 2003
Revision approved by General Manager: September 30, 2009