

PARKS MAINTENANCE SUPERINTENDENT

NATURE OF WORK IN THIS CLASS:

Manages the maintenance of public parks, recreation areas, buildings, facilities and equipment.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Manages the maintenance of public parks, recreation areas, buildings, facilities and equipment.

Evaluates operational effectiveness and initiates/recommends appropriate improvements in operational activities, policies, procedures and other program requirements.

Prepares budget estimates and justification; determines maintenance needs and program priorities; submits administrative reports and other requirements.

Directs the enforcement of rules, relevant laws and regulations to insure the safety of the public.

Advises administrative officials on status of projects, problems, and related program operations and activities.

Conducts site inspections for quality work compliance; coordinates special projects and activities.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods, materials, supplies, tools and equipment used in the maintenance and operation of public parks, recreation areas, buildings, facilities and equipment.

Ability to manage the operation and maintenance of public parks, recreation areas, buildings, facilities and equipment.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and initiate/recommend changes in organization, policies and procedures to improve effectiveness.

Parks Maintenance Superintendent
Page 2

Ability to interpret and apply pertinent laws, rules and regulations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

A) Four years of progressively responsible experience in the maintenance of public parks, structures and equipment and two years of supervisory experience; or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980



DAVID R. FLORES
Executive Director
Civil Service Commission