

**LIVERMORE AREA RECREATION AND PARK DISTRICT
JOB DESCRIPTION
FACILITIES MAINTENANCE SUPERVISOR**

DIVISION: Parks
REPORTS TO: Senior Park Supervisor
DATE ADOPTED: September 30, 2009

CLASSIFICATION CODE: 5215
FLSA STATUS: Exempt

POSITION SUMMARY:

Under general and/or specific direction, the Facilities Maintenance Supervisor performs technical, responsible and professional work at a supervisory level involving one or more major areas of the District's maintenance services. This position plans, organizes, and supervises the maintenance of District facilities; supervises the activities of field personnel, their use and maintenance of equipment; the assigned operations within the Parks Division; and assists the public in the use of District facilities and parks. Work also includes performing duties in the area of budgeting, purchasing, contract administration, report writing, training, and community relations; may act for the direct supervisor in the latter's absence; and may supervise some park maintenance functions.

DISTINGUISHING CHARACTERISTICS:

The Facilities Maintenance Supervisor is distinguished from the next lower position in that the Supervisor has full first-line supervisory responsibility over all assigned personnel; is responsible for submitting and monitoring budget data; and assisting in the development and implementation of capital projects. The Facilities Maintenance Supervisor is distinguished from the next higher level in that the latter is responsible for the administration of an entire division, while the Facilities Maintenance Supervisor is responsible for the day-to-day maintenance and full first-line supervision of assigned employees and duties within the assigned portion of the division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the safe condition of facilities supervised and for the safety of supervised employees.
2. Promotes and requires safe working practices and conducts on-site safety inspections.
3. Manages multiple priorities in a fast paced and occasionally stressful environment while under the pressure of concurrent deadlines.
4. Defines personnel resource needs. Develops and monitors daily, weekly, and seasonal work schedules.
5. Supervises and occasionally assists in the work of full-time and part-time staff. This includes assigning and directing work, motivating employees, establishing performance expectations, evaluating performance, providing recognition, implementing progressive improvement and, when necessary, disciplinary procedures; addresses concerns and complaints, and seeks/implements solutions to resolve problems.
6. Plans and schedules maintenance, repair, renovation, and construction projects; makes recommendations on planning, development and implementation of new facilities and/or park areas.
7. Receives and reviews time sheets, invoices, reports, and data submitted by field staff.
8. Researches, prepares and monitors budgets for areas supervised.
9. Interprets and explains design plans and specifications.
10. Responsible for the administration of contracts for purchasing of supplies, equipment and services. Controls inventory; evaluates material and equipment requirements; prepares and monitors specifications and bidding materials; submits requisitions; seeks and evaluates suppliers and pricing; evaluates goods and services received; and monitors the use of materials to maintain inventory.
11. Answers questions from the public and staff; investigates complaints and implements corrective action.
12. Plans and coordinates facility maintenance schedules with facility use schedules and avoids conflicts between programs and maintenance activities to the extent possible.

13. Maintains records and prepares comprehensive reports associated with assigned duties, such as: safety inspections, monthly chemical use reports, inspections for commercial vehicles, graffiti and vandalism reports, manpower and cost estimates.
14. Submits required documents/reports that are complete, accurate and on a timely basis.
15. Provides recommendations on proper care of facilities, equipment and plant/tree materials.
16. Coordinates assigned tasks with other divisions and other agencies.
17. Represents the District at various professional meetings and organizations.
18. Interacts with other agencies to share information on facility and park maintenance projects or procedures.
19. Maintains professional and technical knowledge by attending educational workshops, studying professional publications and participating in professional organizations.
20. Develops and administers employee training programs such as commercial driver's licensing program, skill development and safety awareness, first aid, and the safe and proper use of tools and equipment.
21. Provides staff and support for the District's special events, such as Fourth of July, fairs, equestrian events and sports activities.
22. At all times, demonstrates cooperative behavior with colleagues, supervisors and the public.
23. Performs other duties and work as assigned.

WORK ENVIRONMENT:

While performing the essential duties and responsibilities of this position, the employee will occasionally work in outside weather conditions; work near moving mechanical parts; work in high, precarious places; be occasionally exposed to fumes or airborne particles, toxic or caustic chemicals as well as high noise levels.

PHYSICAL DEMANDS:

The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position. While performing the duties of this position, the employee is regularly required to use hands and fingers to handle or feel objects, tools or controls and is required to talk and hear. The employee is frequently required to sit, stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must frequently lift 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: AA or AS degree in parks and recreation management, public administration, natural resources or a related field from an accredited college. (A BA or BS is desirable)

And

Experience: Six (6) years of increasingly responsible paid experience in facility maintenance, recreation programming, park maintenance, or a related field with three (3) of the six years in increasing responsibility in management of park and recreation facility maintenance and development in a supervisory or lead capacity, or some acceptable combination of education and experience to demonstrate the knowledge and abilities required of the position.

Licenses and Certifications: Possession of a Class C California Driver's license, with a satisfactory driving record as determined by the District at time of appointment.

Knowledge of:

- Principles of employee supervision, counseling, motivation and disciplinary action;
- Safe work practices, safety codes and applicable laws and regulations including requirements of CAL OSHA and CAL EPA;
- Superior customer service techniques;

- Basic arithmetic, correct English grammar, spelling, and punctuation;
- Methods, materials, equipment and practices used in the maintenance, repair and construction of parks and recreation facilities;
- Basic carpentry, plumbing, electrical, masonry and landscaping;
- Operation, maintenance and repair of equipment and tools used for grounds and maintenance activities;
- Manual and automatic control systems for security, lighting, and irrigation (installation, operation and repair);
- Proper horticultural practices related to parks and municipal facilities including: cultivation, pruning, fertilization, irrigation, basic plant identification, identification of plant diseases and appropriate treatments, identifications of pests and knowledge of control;
- Recreation program utilization of facilities, with associated impacts and scheduling.

Ability to:

- Direct, evaluate and report on the overall operations of the assigned work group;
- Supervise, organize and review the work of subordinate staff;
- Evaluate and counsel employees regarding performance, including positive feedback and recognition;
- Plan and conduct personnel training on activities, rules, regulations, policies, procedures, and practices;
- Plan maintenance and construction projects, including the developing of plans and specifications, time lines, budget, staff schedules, purchasing and bidding documents, evaluating bids, etc;
- Identify, estimate and describe needs for personnel, time, material, equipment and other resources required to attain the objectives of the assigned work group;
- Research and write budget requests, construction and maintenance cost schedules and specifications for equipment and vehicles used by the assigned work group;
- Read and interpret schematic and construction plans and maps including: electrical, mechanical, plumbing, planning diagrams, irrigation and drainage systems, and other related design items;
- Identify indications of disease and fungus infestations of buildings, plants, trees, and turf;
- Acquire a thorough knowledge of all aspects of the District's facilities;
- Learn, interpret, and apply District rules, regulations, policies, procedures and practices;
- Establish and maintain effective working relationships with supervisors, co-workers, outside agencies and the general public;
- Communicate effectively, both verbally and in writing;
- Identify and implement alternative solutions to achieve the best resolutions to disputes;
- Operate a personal computer using word processing and spreadsheet software.