

**CITY OF FONTANA
PARKS AND LANDSCAPE SUPERVISOR**

DEFINITION: Under direction oversees landscape services, repair and reconstruction work in a variety of park, tree, landscape and irrigation maintenance areas; and performs a variety of complex tasks relative to assigned area of responsibility. Exercised direct supervision over professional and maintenance staff.

ESSENTIAL FUNCTIONS: the incumbent must have the ability to:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for field maintenance activities; implement policies and procedures.
- Supervise the completion of landscape field checks performed by City staff or outside consultants to assure that the landscape maintenance and installation is in conformance with approved standards and plans.
- Evaluate operations and activities of assigned duties; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration with assigned area of responsibility; prepare cost estimates for budget recommendation; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Coordinate assigned field maintenance services activities; with other City departments, divisions, and outside agencies; coordinate the scheduling of equipment and vehicle maintenance and repair.
- Coordinate and provide maintenance personnel for City sponsored events and activities.
- Prepare necessary contracts required to assure continuity of landscape services as required throughout the City.
- Supervise the procurement process; maintain time, materials and equipment use records; purchase needed equipment and supplies.
- Estimate cost of a project including time, equipment, materials and supplies; gather bid information for contract repairs.
- Coordinate and monitor pesticide maintenance program.
- Interpret and work from sketches, penciled layouts and blueprints and prepare plans for minor projects.
- Supervise, train and evaluate assigned administrative, professional, technical and maintenance staff.
- Maintain records and prepare reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires sitting, standing, working on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent works in all weather conditions including wet, hot and cold. Must have good hearing when working with employees and public.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Principles and methods involved in modern parks and grounds maintenance; horticulture applicable to landscape maintenance and development and weed abatement practices.
- Methods, materials and techniques used in the construction of public works projects.
- Comprehension of grading procedures as they relate to landscape design practices.
- Types and levels of maintenance and repair activities generally performed in field maintenance programs.
- Elements of construction technology as they relate to assigned construction maintenance and repair activities.
- Principles and procedures of record keeping and reporting.
- Safe work practices, traffic control, confined space entry.

Experience: Four (4) years of increasingly responsible experience in the maintenance of parkland and recreation areas, including one (1) year of supervisory or lead responsibility and one (1) year of inspection work.

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training in personnel supervision, construction maintenance and inspection and/or a closely related field. An Associates Degree may substitute for up to one (2) two years of the experience requirement.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid Class C California Driver's License and a California Pesticide License. The following licenses/certifications are desirable: Landscape Irrigation Auditor Certificate, N.R.P.A. Playground Inspector Certificate, I.S.A. Arborist license.