

## Public Works/Parks Maintenance Supervisor

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**Established:** June 24, 2020  
**Updated:** August 12, 2025  
**Employee Group:** Mid-Management/Professional  
**FLSA Status:** Exempt

### **CLASSIFICATION DESCRIPTION**

#### **Purpose**

Under general supervision, direct, supervise, and coordinate operations and maintenance activities for the Town's Public Works and Parks departments.

**Public Works** responsibilities include, but are not limited to, streets, right-of-ways, street medians, storm drain maintenance, stormwater pollution prevention, streetlight maintenance, major park facility repairs, and Town buildings.

**Parks** responsibilities include, but are not limited to, parks, landscaped public areas, recreational amenities, minor park facility maintenance, and open space amenities.

Functions and responsibilities under each Department may shift or overlap due to operational, staffing, or other Town needs.

#### **Distinguishing Characteristics**

The position is a supervisory class that performs and oversees work that is difficult and complex. The position exercises direct supervision to workers in the maintenance worker series. The incumbent is responsible for assisting with the development, recommendation, and implementation of the Town's goals, objectives, policies, and procedures, and works extensively with Public Works and Parks and Recreation staff, other Town employees, various public/private organizations, and the general public. The person in this position performs maintenance work in addition to supervision. Cross departmental collaboration between the Public Works and Parks maintenance function is required, to ensure service continuity, emergency response, and project completion.

#### **Working Conditions**

Attends meetings at various sites within and away from the Town.

Work on evenings, weekends, and holidays may be required. Incumbents must be willing to work extended hours and be called back in emergencies.

**Physical Demands**

Work is conducted in an office setting and in the field on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

**Supervision Received and Exercised**

Under general direction of Department Directors or their designees, the Public Works/Parks Maintenance Supervisor assists in overseeing the Public Works and/or Parks maintenance activities of the Town. The position is responsible for supervision of staff assigned to Public Works and Parks Maintenance programs, and organizes, supervises, and carries out year-round preventive and ongoing maintenance programs.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Supervise assigned services and activities related to:
  - i. Streets, right-of-ways, street medians, storm drain maintenance, stormwater pollution prevention, streetlight maintenance, major park facility repairs, Town buildings, and capital improvement projects and other assigned public works functional areas
  - ii. Parks, landscaped public areas, recreational amenities, minor park facility maintenance, open space amenities, capital improvement projects and other assigned parks functional areas
2. Participate in the monitoring and evaluation of efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
3. Plan, direct, coordinate, and review the work plan for assigned areas; assign work activities and projects; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
4. Select, train, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; investigate problems and recommend and implement discipline.
5. Order and maintain supplies, tools, and equipment.
6. Provide recommendations on staffing, equipment, materials, and supplies needed for public works and parks maintenance activities.
7. Serve as liaison for the operations and maintenance function with other Town departments and outside agencies; negotiate and resolve sensitive and controversial issues.
8. Establish, ensure compliance, and enforce safety requirements; coordinate and participate in safety training for staff.

9. Respond to and resolve difficult and sensitive inquiries and complaints.
10. Serve in various emergency response roles as required.
11. Assist in the implementation and reporting of contractual agreements in compliance with state and regional regulations, and local policies and procedures.
12. Coordinate and oversee contracts for quality work and adherence to contract terms and conditions.
13. Provide technical guidance to contractors concerning public works and parks projects.
14. Assist and coordinate work of various community groups, such as volunteers, or scouts.
15. Coordinate with and support Public Works or Parks operations when workload, staffing, or Town priorities require cross-assistance.
16. Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational and maintenance services and activities in the assigned areas.
- Public works operational methods, materials, and engineering specifications.
- Principles and practices of public agency administration and management.
- Principles and practices of municipal budget preparation, monitoring, and administration.
- Principles of supervision, training, and performance management.
- Principles of ergonomics and workplace safety.
- Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

- Supervise, direct, and coordinate the work of assigned staff.
- Hire, discipline, train, evaluate, and supervise staff.
- Oversee and direct the operations, services, and activities of assigned functional areas.
- Implement department goals, objectives, policies, and procedures and make recommendations.
- Administer and oversee a variety of maintenance/construction projects.
- Read and interpret plans, drawings, and specifications.
- Implement and monitor expenditures and make budget recommendations.
- Prepare clear, concise, and effective administrative and financial reports.
- Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement recommendations.
- Research, analyze, and evaluate maintenance methods and techniques.
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with other Town employees and the public.

### **Education and Experience**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

- Experience: Five (5) years of increasingly responsible experience in park maintenance or public works.
- Education: AA Degree Preferred.

**License or Certificate**

A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment. Additional certifications such as Public Works Administration, Playground Safety Certification, and other certifications necessary to complete public works and park maintenance work are highly desired.