



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**SUPERVISOR, PARK MAINTENANCE**  
Classification Specification

**JOB SUMMARY**

The Supervisor, Park Maintenance under administrative direction, assists and manages the overall facility operations of the Parks and Recreation Department. The Supervisor, Park Maintenance supervises park maintenance employees assigned to custodial and building maintenance work including Community Service Workers, Custodians, City Maintenance Workers, and Skilled City Maintenance Workers.

**SUPERVISION RECEIVED**

The Supervisor, Park Maintenance reports to the Director of Recreation & Community Services, or Community Services Manager and/or designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Supervisor, Park Maintenance. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Supervises and participates in planning of park maintenance and construction works.
- Supervises the more skilled work in the planting and care of plants and lawns, and the installation, repair and maintenance of park structures and equipment.
- Supervises and inspects work street tree programs, including trimming, planting, and removal of trees.
- Prepares park division budget for approval of Department head.
- Initiated requisitions for tools, supplies, repairs to equipment and park facilities, including swimming pools, and buildings.
- Maintains records and submits monthly reports.
- Prepares landscape plans and cost estimates.
- Supervises installation of sprinkler systems.
- Schedules and inspects construction projects.
- Reads blueprints and estimates material needs.
- Maintains records, prepares reports and other specialized maintenance records of facilities and equipment.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Graduation from high school or GED equivalent plus some specialized training in park maintenance and development work, or a closely related field; AND
- Five (5) years working in park maintenance and development work or closely related experience; AND
- Three (3) years working as a supervisor or in a lead capacity in the field of maintenance or administrative duties.

### **Licenses, Certificate and/or Special Requirements**

- Valid State Operator's with commercial driver's license (CDL) endorsement, or ability to obtain one by the appointment date.
- All employees who operate city vehicles are required by California State Law, as a condition of employment, to submit to drug and alcohol testing. Prior to hire, former employers will be contacted regarding drug and alcohol testing results.
- Must submit to random drug testing in accordance with the City's drug and alcohol policy as an employee who falls under the authority of the Department of Transportation (DOT).

## **QUALIFICATION**

### **Knowledge, Skills and Abilities**

- Considerable knowledge of building maintenance and should have general knowledge in the use of equipment in the park maintenance.
- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities
- Ability to effectively supervise park maintenance employees assigned to custodial and building maintenance work including Community Service Workers, Custodians, City Maintenance Workers, and Skilled City Maintenance Workers.
- Ability to supervise a group of employees performing a wide variety of park and street tree maintenance and construction tasks.
- Ability to delegate authority and instruct staff in good procedures and methods.
- Ability to meet and deal tactfully and effectively with the public.
- Ability to keep proper records and follow oral and written instructions.
- Skills in evaluating the productivity of staff, develop work schedules and delegate assignments and make decisions judiciously.
- Ability to use good knowledge of landscape design, planting, and maintenance of street trees.
- Ability to establish and maintain effective preventive maintenance programs, policies and procedures.

- Ability to maintain effective accounting procedures.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The minimum lifting, pushing, pulling weight required in some of the assigned duties is up to 50 pounds. An employee may be subject to moving objects with or without assistance between 85 to 100 pounds. Work is performed outdoors; at times with exposure to inclement weather or under adverse conditions (tight spaces, etc.). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### **WORKING CONDITIONS**

Depending on the assignment, work may be regularly performed indoors or outdoors. The employee will be exposed to inclement weather conditions. On a regular basis the employee may encounter dust, dirt, paint fumes, chemical and oily conditions, organic/inorganic decomposition and explosive or combustible substances. Slippery surfaces, high elevations, cramped positions, noise and vibrations are common frequent factors. Meeting deadlines are frequently encountered. Physical demands include continuous arm movements, walking, standing, bending, pushing and reaching. Must submit to random drug testing in accordance with the City's drug and alcohol policy as an employee who falls under the authority of the Department of Transportation (DOT).

FLSA Status: Non-Exempt

Bargaining Unit: HMEA

Civil Service Status: Non-Classified

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