

CITY OF SALINAS

PARKS, GROUNDS, FORESTRY OPERATIONS MANAGER

BARGAINING UNIT/CLASS CODE:

AMPS / J14

DEFINITION

Under general direction, to plan, organize, direct and review the work of the Parks, Grounds, and Urban Forestry crews in the Maintenance Services Department. To provide high level staff and technical support for these City maintenance operations.

DISTINGUISHING CHARACTERISTICS

This is a single position classification, responsible for technical and managerial operations of a specialized and complex maintenance division.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the appropriate Maintenance Services Director. Exercises direct and general supervision over supervisory, maintenance and technical personnel in the department.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Plan, organize, direct and review city-wide maintenance and improvement program for parks, maintenance districts, playgrounds, and urban forestry. Review plans and cost estimates for landscape maintenance/improvement, sprinkler system design projects, and urban forestry plantings. Prepare and oversee unit's budget requests; review and approve budget recommendations and requests by crew supervisors. Review and evaluate the work performance of crew supervisors and all unit employees. Assist and recommend a variety of personnel actions, including selection, promotion, performance evaluation, disciplinary action and dismissal. Prepare periodic reports on maintenance operations and special reports or studies as required. Supervise and participate in preparation and application of chemicals for control and eradication of tree, plant and lawn pests and diseases; write pesticide recommendations pursuant to State and County regulations. Maintain current knowledge of insecticides, fungicides, herbicides and other pesticide products; instruct and supervise subordinates in their safe use. Develop, interpret, and enforce City/Department rules, regulations, policies, and procedures including those related to safe, orderly, and effective work practices. Develop, conduct and coordinate staff participation in technical and supervisory training programs. Respond to public inquiries or complaints regarding parks, playgrounds, trees and public grounds; initiate responsive or corrective action. Participate in the preparation of plans, specifications for contract maintenance services and supervise contract service programs. Represent the City by participating in various public meetings. Attend meetings of the City Council, boards and commissions to provide technical and operational information. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read fine printed materials on labels, Material Safety Data Sheets, manuals, maps, diagrams, to work with no color deficiencies; hearing sufficient to conduct in person, radio and telephone conversations occasionally over the noise of operating equipment; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead in an office setting; physical mobility sufficient to occasionally move about uneven terrain of a park or un-landscaped terrain; physical strength to lift 30 lbs; physical stamina sufficient to sit or walk for prolonged periods of time and persevere occasional exposure to pollen and grass; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
PARKS, GROUNDS, FORESTRY OPERATIONS MANAGER (continued)**

WORKING CONDITIONS

A combination of outdoor work at park sites, and a business office working environment. In the office, subject to sitting at a desk completing reports, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. In the field, walking and standing for long periods of time, work in all types of weather environments, including rain, heat and wind.

QUALIFICATIONS

Knowledge of:

Principles and practices of park management, horticulture, arboriculture and landscaping. Principles and practices as applied to parks/facilities design, development, construction and maintenance. Modern methods, materials, equipment and tools used in the construction and maintenance of landscapes and facilities. Irrigation system components, operation and design concepts. Urban forestry, arboriculture concepts and practices. Plant, tree diseases and pests, and approved methods of control. Basic municipal accounting and budgeting practices; fiscal management and expenditure controls. Principles and techniques of effective employee supervision and development. Work safety standards, practices and procedures. Pertinent laws and regulatory does governing landscape, maintenance and urban forestry operations. Operation of personal computer and software. Report writing techniques and oral presentation skills. Effective customer service skills.

Ability to:

Management maintenance division operations, administer the budget, perform responsible personnel management of the division. Understand and interpret technical data, regulations and procedures relative to the operations of the division.

Skills to:

Perform design work in landscaping and park facility development, prepare plans and specifications. Apply insecticides, herbicides, and fungicides for effective results. Train employees in the safe use of all pesticides and fertilizers.

License or Certificate:

Possession of a valid California Driver's License. Possession of California Pesticide Applicator Certificate and Pesticide Advisor License. Possession of Arborist Certification, International Society of Arboriculture is desirable.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties, would be any combination equivalent to nine (9) years of progressively responsible work experience relating to urban forestry, municipal park improvement and maintenance programs, including management of professional and technical staff. Four (4) years must have been in a supervisory or management capacity. A Bachelor Degree or Masters Degree from an accredited college or university in Ornamental Horticulture, Landscape Architecture, Park Design and Development, or related field, may be substituted for up to four (4) years of experience.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____

ORIG: 3-00, REV: 01-07