

PARKS SUPERVISOR

SALARY: \$5,724 to \$7,671 monthly (26 pay periods annually)

FINAL FILING DATE: We are accepting applications until closing at 5 pm, July 2, 2021.

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the regular and full-time position of Parks Supervisor in the Parks, Recreation & Libraries Department. The employment list that will be established from this recruitment may be utilized to fill future regular and limited term vacancies in the City for the duration of the list. The normal work schedule will be from 7:00 am to 4:00 pm Monday – Friday and will include evenings, weekends and holidays. A flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

THE CITY

The City of Roseville (COR) incorporates the following Core Competencies as part of the City's culture:

- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one's own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

THE DEPARTMENT

The City of Roseville Parks, Recreation & Libraries Department incorporates our culture into our everyday interactions with our co-workers and our community.

- Take Pride - We're proud of the services that we provide to our residents.
- Be Creative - We encourage an environment that allows for passion and innovation.
- Always Improving - We embrace change by fostering opportunities to learn, adapt and grow.
- Work As a Team - Teamwork makes us stronger, more efficient and adds value to

DEFINITION

To plan, organize, direct and supervise parks maintenance operations within the Parks Division; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from a Parks Superintendent.
- Exercises direct supervision over parks maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for parks maintenance; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in parks maintenance activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Supervise the maintenance of City parks and related grounds, including mowing, irrigation, planting and care of shrubs, flowers, trees and lawns and other landscaping activities.
- Oversee maintenance and repair of parks buildings/facilities, picnic equipment, and playground equipment; supervise construction of small projects involving cement, carpentry, electrical, plumbing and painting work.
- Monitor and inspect the work of various contractors and vendors; develop specifications for contracted work and obtain and participate in evaluating bids.
- Determine and plan for seasonal hiring needs.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of parks grounds maintenance, including turf care and irrigation systems.
- Equipment, tools and materials used in basic construction and repair methods as related to carpentry, electrical, and plumbing.
- Principles of supervision, training and performance evaluations.
- Principles of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

- Organize, implement and direct parks maintenance operations.
- On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time. Intermittently walk, bend, stoop or twist to inspect maintenance work; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Interpret and explain pertinent City and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Experience:

Three years of increasingly responsible experience in parks or grounds maintenance operations, including one year of lead responsibility.

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably with course work in parks administration, business administration, natural resources, horticulture, forestry, or a related field. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate:

Possession of a valid California driver's license by date of appointment.

SUPPLEMENTAL QUESTIONNAIRE

1. Your responses to questions 2-4, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.
 Yes
 No
2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
3. How many years of experience do you have planning, organizing, directing, or supervising park maintenance operations?
 Less than 3 years
 3-4 Years
 4-5 Years
 5-6 Years
 6-7 Years
 7+ Years
4. Please explain your leadership style and share an example of success you've had in a leadership role.
5. Describe your experience in the follow areas. You do not need to have experience in all areas. If you have no experience in a particular category please mark N/A.
 - a. Natural Resources/Open Space
 - b. Agronomics
 - c. Irrigation
 - d. Infrastructure/Construction
 - e. Urban Forestry/Trees
 - f. Contract Maintenance Oversight
6. Describe your budget experience including forecasting, development, monitoring, and size of budget under your responsibility?

SELECTION PROCESS

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.