



## Memorandum

**Date:** September 29, 2021

**To:** Civil Service Commission

**From:** Sylvana Tamura, Personnel Analyst

**Subject:** REQUEST TO APPROVE PROPOSED REVISIONS TO CLASS SPECIFICATION-  
PARK MAINTENANCE SUPERVISOR

On Tuesday, September 22, 2021, correspondence was received from Joe Ambrosini, Director of Human Resources, requesting the Civil Service Commission approval of the proposed revisions for the classification specification of **Park Maintenance Supervisor**.

Facts for Consideration:

- The classification specification for Park Maintenance Supervisor is currently used in the Harbor and Parks, Recreation & Marine Departments. This classification specification was last updated on May 14, 1997.
- The proposed revisions to the classification include the following:
  - **Definition-** This section outlines the purpose and scope of the classification. We revised the language as follows:

CURRENT	PROPOSED
Directs, supervises, trains, and evaluates the work of a crew of maintenance personnel.	Directs, supervises, trains, and evaluates the work of <del>a crew of</del> maintenance personnel, <b>seasonal/temporary staff, contractors and volunteers</b>

- **Example of Duties-** This section identifies the range of duties that will be performed and responsibility for the classification of Park Maintenance Supervisor. Revised duty statements to reflect the current duties performed by incumbents in the classification and bring the duty statement up to date with industry standards.

- **Minimum Qualifications-** This section outlines the requirements to file in correlation with the knowledge, skills and abilities at each grade level of the classification. The minimum qualifications were updated and clarify requirements for the position. The recommended revisions are in line with industry standards.

CURRENT	PROPOSED
MQ- Open to current City employees with three or more years of seniority in any of the following classifications: Equipment Operator, Senior Equipment Operator, Gardener, Greenskeeper, Power Equipment Repair Mechanic, Tree Trimmer, General Maintenance Assistant; minimum of one year of supervisory or lead experience and good working knowledge of all phases of ground maintenance	Three (3) years or more of paid, full-time equivalent experience in grounds maintenance, including one (1) year of supervisory/lead experience

- **Knowledge, Skills, and Abilities (KSA)-** Added this section and included KSA's required in performing essential duties of the classification.
- Staff worked with the Parks, Recreation and Marine Department, Human Resources Department and the International Brotherhood of Electrical Workers (IBEW47) on the proposed revisions to the class specification of Park Maintenance Supervisor.
- Staff completed its meet and confer obligation on September 16, 2021 via email communication with the International Brotherhood of Electrical Workers (IBEW47) regarding the proposed revisions to the Park Maintenance Supervisor class specification and confirmed that there are no concerns with revisions.
- The Harbor, Parks, Recreation & Marine, and the Human Resources Departments, and the International Brotherhood of Electrical Workers (IBEW47) have been informed that this request is on the Civil Service Commission Agenda this week.
- Representatives from the Parks, Recreation and Marine, and the Human Resources Departments will be present to respond to any questions from the Civil Service Commission.

Date: September 22, 2021

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources 

Subject: **CLASSIFICATION SPECIFICATION REVISION – PARK MAINTENANCE SUPERVISOR**

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Attached please find a draft revised classification specification for Park Maintenance Supervisor. The Parks, Recreation, and Marine Department requested to revise the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize the language. The Example of Duties, Minimum Qualifications, and KSAs was revised to reflect the current duties and provide a detailed clarification of the requirements.

Human Resources staff worked with Civil Service and the Parks, Recreation, and Marine Department to complete the review process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Park Maintenance Supervisor classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Russ Ficker, Human Resources Officer, at (562) 570-7147.

Attachments:

1. Park Maintenance Supervisor Classification Specification

cc:

Fred Verdugo, Deputy Human Resources Director  
Russ Ficker, Human Resources Officer

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**TITLE:                   PARK MAINTENANCE SUPERVISOR**

**DEFINITION:**       Under general supervision, participates in and supervises the work of a maintenance crew and/or monitors the daily functions performed through contracted maintenance services.

**EXAMPLES OF DUTIES:**

The functions of the classification may include, but are not limited to, those listed below:

- Directs, supervises, trains, and evaluates the work of maintenance personnel, seasonal/temporary staff, contractors, and volunteers;
- Recommends and assists in the implementation of goal and objectives, including but not limited to, establishing maintenance and service schedules for beachfront areas, berms, waterline debris, beach access points, beach stairs, and bike and pedestrian paths; park trails, playgrounds, hardscape, parking lots, play court cleaning, etc.;
- Provides feedback in the selection of staff;
- Oversees the removal, blowing, vacuuming, and collection of refuse including debris from City beachfront areas, and uplands parks, libraries, health centers and police stations;
- Monitors and oversees contracted maintenance services including daily inspections of areas, completion of inspection forms and preparation of deduction forms;
- Collaborates and coordinates with other City departments and various agencies on City programs, filming, and special events such as assisting people experiencing homelessness and the Grand Prix of Long Beach;
- Supervises and coordinates the removal of dead animals and floating or washed up debris in all bodies of water;
- Serves as a liaison between contractors and department management;
- Manages all hardscape and landscaping within assigned area, including, but not limited to, diagnosing and directing pesticide application, diagnosing and directing the repair of irrigation problems, and handling special landscape projects;
- Enforces safety regulations and facilitates safety tailgate meetings;
- Responds to customer inquiries and complaints;
- Tracks performance of employees and/or contractors;
- Develops work specifications for maintenance contracts;
- Reads and interprets landscape plans, blueprints and weather forecasts;
- Requests analysis and makes recommendations on costs and specifications for work requested from private contracts;
- Understands and interprets detailed maintenance specifications to ensure adequate contract compliance;
- Monitors budget and submits budget requests to management and administrative staff; and,
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Three (3) years or more of paid, full-time equivalent experience in grounds maintenance, including (1) year of supervisory/ lead experience.

Willingness to work irregular hours, including evenings, weekends and holidays;  
Willingness to respond to emergency call backs.

- Valid motor operator's vehicle license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of all phases of ground maintenance;
- Knowledge of all aspects of landscape maintenance;
- Knowledge of central irrigation evaluation, programming, and troubleshooting;
- Knowledge of principles and practices of employee supervision including selection, training, performance evaluation, discipline, and labor laws;
- Knowledge of State and Federal standards pertaining to maintenance and safety;
- Knowledge of occupational hazards and related safety regulations;
- Skill in using tact, discretion, initiative and use good judgment to make sound recommendations within established guidelines;
- Skill in organizing work assignments, setting priorities, and meeting critical deadlines;
- Ability to respond to respond to emergency call backs;
- Ability to evaluate, audit, repair, and replace irrigation components from meter to sprinkler head;
- Ability to perform basic mathematics and their application to work performed including making cost estimates for equipment and maintenance repairs;
- Ability to supervise a crew of grounds maintenance personnel;
- Ability to read and interpret landscape plans and blue prints;
- Ability to monitor the daily functions performed through contracted maintenance services;
- Ability to prepare clear, accurate and concise records and reports;
- Ability to operate light and heavy equipment used for grounds maintenance;
- Ability to operate a computer and related software applications;
- Ability to analyze, identify problems and recommend solutions;
- Ability to use tact, diplomacy and discretion in dealing with complex situations and sensitive information; and,
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.



**CLASSIFICATION SPECIFICATION**

Park Maintenance Supervisor (continued)

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**HISTORY:**

Renamed from Park Crew Supervisor- 10/01/1996

Approval/Adoption Date: 03/12/1997-Human Resources Department

Civil Service Commission Approval: 05/14/1997; 09/29/2021