

FINAL

Job Title	PARK MAINTENANCE SUPERVISOR
Closing Date/Time	Friday, October 15, 2021
Salary	\$2,205.44–\$2,998.72 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are available online beginning Friday, October 1, 2021 through 4:30 pm, Friday, October 15, 2021.

Vacancy Information: The current vacancy is with the Parks, Recreation & Marine Department. This classification also is utilized in the Harbor Department.

PROMOTIONAL OPPORTUNITY:

This is a promotional job opportunity as defined in the Civil Service Rules and Regulations Article I, Section 4(19)(b) and Article II, Section 7. This job opportunity is limited to current, permanent, City of Long Beach employees. Non-career employees are not eligible for this job opportunity. Seniority Credit, in accordance with Article III, Section 14 of the Civil Service Rules and Regulations, will be added to the final total scores of those who successfully qualify in all phases of the examination. For examination purposes, seniority credit will be based upon whole months of classified service completed as of the last day of filing.

EXAMPLES OF DUTIES: Under general direction, participates in and supervises the work of a maintenance crew and/or monitors the daily functions performed through contracted maintenance services; directs, supervises, trains, and evaluate the work of maintenance personnel, personnel, seasonal/temporary staff, contractors and volunteers; recommends and assist in the implementation of goals 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 pesticides application, diagnosing and directing the repair of irrigation problems, and handling landscape projects; enforces safety regulations and facilities safety tailgate meetings; responds to customer inquiries and complaints; tracks performance of employees and/or contractors; reads and interprets landscape plans, blueprints, and weather forecasts; requests analysis and makes recommendations on cost and specifications for work requested from private contracts; and, performs other related duties as required.

This is not an inclusive list. A complete list of examples of duties are detailed in the Civil Service Commission approved Park Maintenance Supervisor job classification.

REQUIREMENTS TO FILE:

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

***Proof of required documents, such as degree or transcripts, certificates and/or licenses, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

Knowledge, Skills, and Abilities

- 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 organizing work assignments, setting priorities, and meeting critical deadlines;
- Ability 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;

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- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

Willingness to work overtime, weekend and/or holiday hours. Willingness to respond to emergency callbacks.

A valid driver's license must be submitted to the hiring department at the time of the selection.

DESIRABLE QUALIFICATIONS: Recent education in park administration, horticulture, landscape contracting, and irrigation. Experience with drought tolerant, native or adaptive plants. A pesticide Applicator’s License (QAL or QAC, category B, C, or Q), Arborist, or Irrigation Association Certification (CIT). Beach landscape maintenance with heavy equipment experience is highly desirable.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Appraisal Interview.....	100%

A minimum rating of 70 must be attained in order to pass the examination. Names will be placed on the promotional eligible list in the rank order of total score achieved. The resulting eligible list will remain in effect for two (2) years. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification of the status of your application within two weeks of filing closing, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.
An Equal Opportunity Employer.