

Approved November, 2012  
Proposed May, 2018

**CITY OF SANTA CLARA, CALIFORNIA**  
**PARK FOREPERSON**  
**(615)**

**EDUCATION AND EXPERIENCE**

Minimum Requirements:

- Graduation from high school or equivalent; and
- Four (4) years of increasingly responsible maintenance and construction experience in at least three (3) of the following areas: landscaping, aquatic facilities, park facilities, playground apparatuses, masonry and concrete, sports courts and athletic fields, and/or lighting and electrical, at least two (2) years of which shall have been in a supervisory or lead capacity in three (3) of the disciplines mentioned above.

Desirable Qualifications:

- Possession of or ability to obtain Agricultural Pest Control Adviser Certificate
- International Society of Arboriculture Certified Arborist

**LICENSES**

- Possession of a valid California Class C driver's license is required at time of appointment and for duration of employment.
- Possession of California Department of Food and Agriculture Qualified Applicator Certificate in Categories B, C and F; is required at time of appointment and for duration of employment.
- Possession and maintenance of the following licenses and certificates is required prior to completion of the probationary period:
  - Playground Safety Inspector Certification; and
  - Certified Pool Operator and/or Aquatic Facility Operator designations.

**DISTINGUISHING CHARACTERISTICS**

This is a management position in the classified service responsible for supervising the maintenance of the City's parks and related facilities. An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature in evaluating and reporting on the work efforts of employees; in recommending to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward or discipline other employees, in weighing the economic impact of deploying or directing employees, or in adjusting employees' grievances.

**TYPICAL DUTIES**

Duties include, but are not limited to, the following:

Under general direction:

- Assigns, reviews, supervises and participates in the work of crews engaged in the construction, special event setup, maintenance and operation of park facilities, including installation and maintenance of horticultural materials

## **PARK FOREPERSON (Continued)**

- Maintains park buildings, structures, and specialized equipment
- Uses, maintains, and repairs hand tools, power equipment, and vehicles
- Installs, modifies, maintains, and repairs irrigation systems
- Maintains, operates, and repairs swimming pools, including plumbing facilities, devices, and controls required to achieve balanced pool water chemistry
- Inspects work in progress to insure conformance with instructions; requests and assigns necessary supplies and materials
- Maintains time and material records, schedules, and reports using Microsoft Office Suite
- Trains and instructs staff in maintenance techniques and safety practices
- Supervises contractual services to meet job specifications, scope of work, and payment provisions
- Assists in budget preparation
- Develops scope of services for request for quotations (RFQ) or requests for proposal (RFP)
- Supervises, trains, evaluates, plans, and reports on the performance of assigned staff
- Performs related work as assigned

### **KNOWLEDGE, SKILLS, & ABILITIES**

#### **Knowledge of:**

- Principals of supervision and training
- Landscape park maintenance methods, procedures, and materials including athletic field layout and maintenance, planting and care of turf, shrubs, trees, and ground covers
- Special event planning, development, permitting, logistics, and evaluation
- Procurement procedures including evaluating purchasing decisions, requests for quotations (RFQ), requests for proposals (RFP), and requests for information (RFI)
- Equipment, tools, and safety practices and procedures used in park maintenance and repair work
- Methods, procedures, equipment, and materials used in swimming pool operation, maintenance, and repair
- Janitorial methods and procedures required for park building maintenance and operation

#### **Ability to:**

- Utilize supervisory techniques and methods of motivating staff to perform effectively and efficiently
- Plan, assign, supervise and review the work of maintenance staff
- Use a mobile device to read, respond, and input data for an automated work order management system
- Operate personal computers, and other standard office equipment; prepare reports using computer software, such as Microsoft Office Suite
- Read, interpret and work with blueprints and sketches; maintain work and operational records
- Ability to read, review, and edit park plans, documents and specifications using a computer aided design (CAD) program and/or other software.
- Prepare written reports
- Coordinates work with Recreation Division
- Communicate effectively to establish and maintain cooperative working relationships with employees and the general public
- Effectively handle multiple priorities, organize workload and meet strict deadlines

- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties
- Lift and move static weight of 50 lbs.

#### SUPERVISION EXERCISED

Supervises Grounds Maintenance Workers and other assigned staff.

#### SUPERVISION RECEIVED

Works under the direction of a Park Construction, Maintenance and Repair Manager.

#### OTHER REQUIREMENTS

- May be required to work unusual hours in shift assignments, in emergency situations, and to be on an "on-call" basis as assigned.
- Must be able to perform all essential functions of the job assignment.

LEGEND:

*Additions*

~~Deletions~~

Approved November, 2012

*Proposed May, 2018*

CITY OF SANTA CLARA, CALIFORNIA

PARK FOREPERSON

(615)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or equivalent; and
- ~~Three (3)~~*Four (4)* years of increasingly responsible *maintenance and construction* experience *in at least three (3) of the following areas: landscaping, aquatic facilities, park facilities, playground apparatuses, masonry and concrete, sports courts and athletic fields, and/or lighting and electrical, at least two (2) years of which shall have been in a supervisory or lead capacity in three (3) of the disciplines mentioned above.* ~~involving the maintenance and construction of landscaping, swimming pools, and park facilities.~~

Desirable Qualifications:

- Possession of or ability to obtain Agricultural Pest Control Adviser Certificate
- ~~Certified Pool Operator~~
- ~~Certified Playground Safety Inspector~~*International Society of Arboriculture Certified Arborist*

LICENSES

- Possession of a valid California *Class C* ~~Driver's~~*driver's* license *is required at time of appointment and for duration of employment.*
- Possession of California Department of Food and Agriculture Qualified Applicator Certificate in Categories B, C and F; ~~and is required at time of appointment and for duration of employment.~~
- *Possession and maintenance of the following licenses and certificates is required prior to completion of the probationary period* ~~Within one year of appointment:~~
  - ~~possession of~~ Playground Safety Inspector Certification; *and*
  - *Certified Pool Operator and/or Aquatic Facility Operator designations.*

DISTINGUISHING CHARACTERISTICS

This is a management position in the classified service responsible for supervising the maintenance of the City's parks and related facilities. -An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature in evaluating and reporting on the work efforts of employees; in recommending to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward or discipline other employees, in weighing the economic impact of deploying or directing employees, or in adjusting employees' grievances.

TYPICAL DUTIES

## PARK FOREPERSON (Continued)

*Duties include, but are not limited to, the following:* ~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~

### *Under general direction:*

- Assigns, reviews, supervises and participates in the work of crews engaged in the construction, *special event setup*, maintenance and operation of park facilities, including installation and maintenance of horticultural materials;
- Maintains park buildings, structures, and specialized equipment;
- Uses, maintains, and repairs hand tools, power equipment, and vehicles;
- Installs, modifies, maintains, and repairs irrigation systems;
- Maintains, operates, and repairs swimming pools, including plumbing facilities, devices, and controls required to achieve balanced pool water chemistry;
- Inspects work in progress to insure conformance with instructions; ~~requisitions~~ *requests* and assigns necessary supplies and materials;
- Maintains time and material records, schedules, and reports using Microsoft ~~Word and Excel~~ *Office Suite*;
- Trains and instructs ~~personnel~~ *staff* in maintenance techniques and safety practices;
- Supervises contractual services to meet job specifications, scope of work, and payment provisions;
- Assists in budget preparation
- *Develops scope of services for request for quotations (RFQ) or requests for proposal (RFP);*
- *Supervises, trains, Evaluates-evaluates, plans,* and reports on the performance of assigned ~~personnel~~ *staff*;
- ~~Assists in resolving employee grievances; and~~
- Performs related work as ~~required~~ *assigned*

## KNOWLEDGE, SKILLS, & ABILITIES

### Knowledge of:

- *Principals of supervision and training*
- Landscape park maintenance methods, procedures, and materials including *athletic field layout and maintenance*, planting and care of turf, shrubs, trees, and ground covers;
- *Special event planning, development, permitting, logistics, and evaluation*
- *Procurement procedures including evaluating purchasing decisions, requests for quotations (RFQ), requests for proposals (RFP), and requests for information (RFI)*
- Equipment, tools, and safety practices and procedures used in park maintenance and repair work;
- Methods, procedures, equipment, and materials used in swimming pool operation, maintenance, and repair; ~~and~~
- Janitorial methods and procedures required for park building maintenance and operation.

### Ability to:

- ~~Supervise subordinates utilizing~~ *Utilize* supervisory techniques and methods of motivating ~~staff subordinates~~ to perform effectively and efficiently;
- ~~plan~~ *Plan*, assign, supervise and review the work of maintenance ~~personnel; staff~~
- *Use a mobile device to read, respond, and input data for an automated work order management system*



- *Operate personal computers, and other standard office equipment; prepare reports using computer software, such as Microsoft Office Suite*
- ~~Follow oral and written instructions;~~
- Read, interpret and work with ~~plans~~ *blueprints* and sketches; maintain work and operational records;
- *Ability to read, review, and edit park plans, documents and specifications using a computer aided design (CAD) program and/or other software.*
- Prepare *written* reports;
- Coordinates work with Recreation Division;
- Communicate effectively to establish and maintain cooperative working relationships with employees and the general public; ~~and~~
- *Effectively handle multiple priorities, organize workload and meet strict deadlines*
- *Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties*
- Lift and move static weight of 50 lbs.

#### SUPERVISION EXERCISED

Supervises Grounds Maintenance Workers and other assigned ~~personnel~~ *staff*.

#### SUPERVISION RECEIVED

Works under the direction of a Park ~~Supervisor~~ *Construction, Maintenance and Repair Manager*.

#### ~~SPECIAL CONDITIONS~~ *OTHER REQUIREMENTS*

- May be required to work unusual hours in shift assignments, in emergency situations, and to be on an "on-call" basis as assigned.
- *Must be able to perform all essential functions of the job assignment.*