



## CLASS SPECIFICATION

Class Code: 60016136  
Date Established: 07/2007  
Last Reviewed: 06/2025  
Last Revised: 06/2025  
Last Title Change:  
FLSA: non-exempt  
Probation: 12 months

### PARKS MAINTENANCE SUPERVISOR

#### **DEFINITION**

Under general direction, oversees district parks maintenance activities and performs a variety of difficult and complex maintenance assignments; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Three years of full-time experience in grounds or parks maintenance including one year in a lead or supervisory capacity AND an associate's degree from an accredited college or university in science and natural resources, forestry, horticulture, environmental science, or a closely related field; OR any equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Certification as a pesticide applicator must be obtained from the Nevada State Department of Agriculture within six months of appointment and must be maintained for continued employment in this classification.

Certification as an ISA Certified Arborist is required within one year of appointment and must be maintained for continued employment in this classification.

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, supervise and direct the maintenance, repair and construction of parks, landscaped areas and recreation facilities for a variety of assigned amenities and/or locales; review and approve landscape plans; direct excavation and backfill work.

Inspect work in progress, provide technical guidance and delegation, examine completed projects and ensure proper cleanup; maintain and compile data on changes, repairs and installations; prepare reports and recommendations.

Manage parks maintenance projects, recommend priorities and work methods; requisition materials, equipment and supplies required for completion of projects, maintenance and repair work.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching and mentoring; providing input on performance evaluations and discipline, and using conflict resolution procedures when necessary.

Oversee the proper application of herbicides and pesticides for weed, insect and disease control; installation, maintenance and repair of automated and manual sprinkler systems; and removal of snow and ice from sidewalks and parking lots.

Oversee turf, shrub, and tree care to include planting, seeding, fertilization, and best pruning practices.

Coordinate assigned functions with other divisions of the department, other agencies, and the public.

Participate in the development and interpretation of operating procedures and standards.

Prepare budget recommendations for assigned functions; monitor and track expenditures.

Meet with the public to resolve concerns, answer questions and provide information regarding maintenance and repair activities.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Department/division policies and procedures.

Comprehensive understanding of the methods, procedures, tools and equipment used in assigned areas and activities.

Chemicals and fertilizers used in large grounds keeping operations.

Budget development and fiscal monitoring.

Countywide personnel policies.

### **Ability to:**

Select, supervise, and evaluate the performance of assigned staff.

Plan, coordinate and direct assigned functions and activities to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Evaluate work priorities, procedures, and processes to determine effectiveness and efficiency.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

### **Knowledge of:**

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Methods, materials and equipment used in the maintenance, repair and construction of parks, recreation facilities and landscaped areas.

Insect and disease control methods, including diagnosis and implementation.

Conventional and VFD pump station operations and concepts.

Installation and repair of sprinkler systems.

Work safety methods and procedures.

Landscape planning and design.

Basic office procedures, including computer use and applicable software.

**Ability to:**

Perform a variety of the more difficult installations, operations, and repair and maintenance work on parks and landscaped areas.

Skillfully operate equipment used in the installation, operation, repair and maintenance of landscaped areas.

Schedule work for maintenance, repair and construction projects.

Review and approve landscape plans.

Maintain records and prepare reports.

Read manuals, blueprints, drawings and maps.

Operate a personal computer and software

Perform heavy, physical labor.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment and various field locations. Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 75 lbs. Ability to perform sustained and vigorous activities in a variety of environments, temperatures, and weather conditions. Ability to tolerate exposure to dust, dirt, and grease. Ability to use office equipment, including computer, telephone, calculators, copiers and FAX machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*