



SAN RAFAEL

THE CITY WITH A MISSION

Parks Maintenance Supervisor

\$7,733 - \$9,399 per month

Plus excellent benefits

APPLICATION DEADLINE: *Apply by Wednesday, August 28, 2024, for first consideration*

THE CITY is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 62,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$166 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

THE POSITION:

The City of San Rafael Public Works Department is seeking a full-time Parks Maintenance Supervisor. This position will supervise and perform work in park maintenance, such as mowing, irrigation, pruning, planting, cleaning, improvement and repair of City parks, recreational areas, park buildings, street islands, swimming pools and related facilities. Work includes setting priorities, assigning and reviewing the work of crew members.

UPCOMING PROJECTS:

- Construction begins this fall on a new synthetic turf field at Al Boro Community Center. The Parks Department will be responsible for the care and maintenance of the field after installation. This is the only synthetic turf field in our park system. Developing a proper maintenance schedule will be crucial to ensure the longevity of the highly used field.

- The Parks Department is working on a better maintenance solution to the tree wells and tree grates along the downtown corridor. Many of the trees are outgrowing the tree grates, causing damage to the trees and potential trip hazards for the pedestrians. The Park Department is exploring options, including installation of porous rubber pavement surfaces.
- Asset Management software is coming to the maintenance divisions in Public Works to help better manage the maintenance schedules of all of the city-owned assets. Assisting with the software into the daily routines will be an expectation of Supervisor.

IDEAL CANDIDATE:

- Is familiar with San Rafael and the different areas it encompasses.
- Has knowledge and experience in all aspects of park and street maintenance.
- Has knowledge and/or experience in assessing tree issues. ISA certification is a plus.
- Has knowledge and/or experience in California Department of Pesticide Regulations. QAL or PCA certification is a plus.
- Knowledge and experience with suite of Microsoft Office products.
- Good customer service with the ability to work with the public in difficult situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES (including but not limited to):

- Identifies and records major project work needed and discuss needs and priorities with supervisor so annual project and program schedules can be developed.
- Plans, lays out, estimates and arranges materials, crew, and equipment required for jobs.
- Establishes short-term work schedules and assigns work to lead workers and grounds workers.
- Performs the full scope of groundskeeping duties.
- Inspects assigned areas of completed work to assess need for follow up, identify horticultural problems, and determine proper courses of action.
- Maintains records of work performed, hours and materials used, horticultural care of particular areas, pesticide use, and project tracking.
- Conducts preliminary performance appraisals and disciplinary discussions.
- Monitors stock of supplies and materials and notifies supervisor of order needs.
- Purchases approved parts and materials under standing purchase orders, and initiates purchase orders for non-stock items.
- Assists in emergency maintenance and repair of Public Works facilities including work in other sections of the department.
- Performs related duties as assigned.

KNOWLEDGE OF:

- Techniques of lead supervision including planning, assigning, and monitoring work.
- Irrigation, nutrient, light pruning and other needs and characteristics of a wide variety of plant and tree species.
- Insects, molds, and related diseases and parasites of plants and trees and their control.
- Methods, materials, tools and equipment used in grounds keeping and gardening.
- Uses, precautions, record keeping and reporting, and disposal of insecticides and herbicides.
- Uses and operates a wide variety of hand and power tools and equipment used in grounds keeping.
- Safe working practices.

ABILITY TO:

- Provide lead supervision.
- Establish and maintain effective working relationships with others.
- Plan and schedule work, estimating material, equipment, and staff time required for recurring tasks, annual programs and project work.
- Identify plant species, diseases, parasites, and insect infestations.
- Establish and correct pruning, irrigation, nutrient, and light requirements for plants and trees.
- Operate and perform operator maintenance of hand and power tools.

LANGUAGE/MATHEMATICAL/REASONING SKILLS:

- Ability to read and interpret documents such as safety, rules, operating and maintenance instructions, and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES/LICENSES/REGISTRATIONS:

- Must possess a valid California driver's license and have a satisfactory driving record.
- Must possess a pesticide applicators license issued by the State of California.
- Must be willing to work in unpleasant and potentially hazardous conditions and be subject to call out for Public Works emergencies.
- May be required to obtain a valid California Class I driver's license to operate heavy equipment.

EDUCATION/EXPERIENCE:

- High school diploma or equivalent, supplemented by education or training in landscape maintenance, horticulture, and use of fertilizers and pesticides.
- Five (5) years of responsible experience in landscape maintenance, including one year in a lead or supervisory capacity.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near video display. The employee is frequently exposed to moving mechanical parts and outside weather conditions and frequently works in indoor conditions. The noise level in the work environment is usually moderate. Hazards are moderate, fairly predictable and protected against.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include any or all of the following: Application appraisal, oral board examination, and written examination. The passing point for the oral and/or written examination final score will be 70%. Prior to appointment, candidate must pass a background check, DMV check, pre-employment physical/drug screen, and fingerprinting. To file an application, go to www.calopps.org. Select "Member Agencies". Select "City of San Rafael". For more information on the City of San Rafael, go to www.cityofsanrafael.org. Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20535167>.

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at 415-485-3474 no later than seven (7) calendar days before the test date.