

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PARK MAINTENANCE SUPERVISOR

TITLE #: 1450

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for instructing, supervising and performing a variety of park maintenance and repair tasks. Work is performed under the general supervision of the Park Commissioner who outlines assignments and reviews completed work. Supervision is exercised over the work of maintenance workers and laborers. Wide leeway is permitted for the use of independent judgment in planning and carrying out work details. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the maintenance, repair and servicing of automotive and other operating equipment;

Supervises and participates in the general repair, maintenance and remodeling of park buildings involving carpentry, painting, masonry, roofing, minor plumbing and electrical repairs;

Supervises and participates in the preparation for use and maintenance of recreational facilities;

Supervises and attends to the details in connection with cutting trees, cleaning brush, repairing roads, cleaning ditches and landscaping;

Submits requisitions for needed materials, supplies and equipment;

Plans and supervises the work of subordinate and seasonal employees;

Operates and instructs others in the safe and efficient operation of automotive and motorized equipment;

Keeps simple records of activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the common practices, tools, and terminology used in grounds maintenance and construction activities; working knowledge of the maintenance and repair of recreational facilities and equipment; ability to supervise and instruct the work of others; ability to follow oral and written instructions; ability to get along well with others; mechanical aptitude; willingness to perform manual work; dependability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience in park or grounds maintenance activities or construction activities;

(B) Six (6) years of experience as defined in (A) above.

SPECIAL REQUIREMENTS: Possess and maintain a valid driver's license in a class appropriate to the requirements of the Appointing Authority.

JURISDICTIONAL CLASS: Competitive when full-time, Non-Competitive when part-time

REVISED: 06/03/14