CITY OF SANTA CRUZ
SUPERINTENDENT OF PARKS

Reports to: Director of Parks and Recreation
Supervises: Management, supervisory, technical and clerical classes, as assigned.
Bargaining Unit: Management

BASIC FUNCTION

Under general direction, plans, coordinates, evaluates and directs the work of the Parks Division of the Parks and Recreation Department, including development, operation, and maintenance of the City's municipal wharf, parks, greenbelts, golf course, urban forest and other landscaped areas. Manages and oversees projects; prepares and monitors budgets; supervises professional and field supervisory staff; coordinates operations with other City departments and government agencies. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the next lower classification of Field Supervisor in that the later classification is the full supervisor of parks field operations which regularly plans and supervises the work of several crews. This classification is distinguished from the next higher classification of Parks and Recreation Director in that the latter classification manages and directs the activities of the Parks and Recreation Department.

TYPICAL DUTIES (*May include, but are not limited to, those duties listed below*)

- Plans, implements, directs and evaluates strategies to improve productivity, reliability, energy costs, environmental quality and safety of city parks, greenbelts, urban forest, municipal wharf and golf course; makes field and site visits.
- Plans for existing and future equipment and facility needs; evaluates recommendations for the purchase of equipment and services; writes specifications or requests for proposals; secures and evaluates bids; administers contracts for materials and services.
- Develops and directs equipment and personnel safety programs.
- Oversees or assists in the negotiation of contracts; monitors and administers contracts to ensure compliance with City policies and timely completion of projects.
- Prepares or directs the preparation of grant and permit applications and reports to various agencies, districts, and commissions; assures project compliance with local, state, and federal guidelines, rules, and regulations.
- Monitors legislation and develops policies and programs to ensure compliance with

federal, state, and local laws and regulations.
- Advises the Director in the planning and formulation of departmental policy; plans, coordinates, and implements department-wide activities and programs, as assigned.
- Plans, coordinates, and directs work programs and projects for the construction and maintenance of City parks, golf course, municipal wharf, and related areas.
- Supervises, trains, and evaluates professional and field supervisory staff.
- Prepares and manages the division's annual budgets and capital improvements, including revenue and operation, maintenance and capital improvement budgets.
- Provides technical guidance to staff on arboriculture and horticulture.
- Oversees the preparation of specifications for parks projects.
- Prepares written reports and correspondence, and makes oral presentations.
- Directs the City's street trees programs, including approval of permits for removal or trimming of City trees.
- Oversees the protection, preservation and maintenance of city owned open space and other facilities with emphasis on patrol, enforcement and interpretation.
- Serves as staff and technical advisor to various City committees and commissions.
- Coordinates Parks Division operations with other City departments and county, state, and regional agencies.
- Investigates and responds to the more complex inquiries and complaints regarding Parks Division activities; resolves technical and operational problems.
- In the absence of the Director, may assume department head responsibilities for parks and recreation divisions, including budget and personnel administration.

WORKING CONDITIONS

Position requires: prolonged sitting; standing and walking on level, uneven and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting in the performance of daily duties. The need to lift, carry and push tools, equipment and supplies weighing up to 25 pounds is also required. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Near vision is required when reading plans, written reports and other documents, and far vision is required when inspecting work sites. Acute hearing is required when providing phone and personal service. The job duties may expose the employee to the outdoors, which may include exposure to poison oak, fumes, dust and air contaminants. The nature of the work may also require the incumbent to work in construction zones and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Principles and practices of park planning and management.
- Methods and procedures of park maintenance.
- Horticultural and arboricultural principles, including landscape design, plant materials, irrigation systems, soil, fertilizers, and disease and pest control.

- Basic Microsoft Office computer applications.
- Principles and practices of supervision and training.
- Contract administration.
- Budget preparation.
- California Environmental Quality Act (CEQA).
- Integrated pest management programs.

Abilities:

- Plan, supervise and evaluate the work of others.
- Analyze technical issues and develop appropriate recommendations for action.
- Prepare clear, comprehensive technical and administrative reports and other written material.
- Make effective oral presentations.
- Interpret, apply, and explain laws, regulations, standards, policies, and procedures.
- Develop and manage budgets.
- Read and interpret engineering plans.
- Develop and maintain accurate record keeping systems.
- Establish and maintain effective working relationships with city staff, advisory bodies, other agencies, and the public.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- Bachelor's degree from an accredited college or university in park management, public administration, landscape architecture, forestry, horticulture, or a related field; and
- Five (5) years of responsible, professional experience in park management or a related field; and
- At least two (2) years of supervisory experience (successful completion of City of Santa Cruz's Supervisory Training (2008 or later) program is accepted in lieu of some supervisory experience).

LICENSES/CERTIFICATES

Possession at time of hire and continued maintenance of a valid California driver's license and a safe driving record.

DESIREABLE QUALIFICATIONS

- Work experience in a supervisory or management position in a public agency.
- Possession of a Qualified Applicator's Certificate, Commercial Applicator's License, and/or Agricultural Pest Control Adviser License.

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Career Ladder

- Director of Parks and Recreation
- *Superintendent of Parks*
- Field Supervisor