



## Midpeninsula Regional Open Space District

### **MAINTENANCE, CONSTRUCTION, AND RESOURCE SUPERVISOR**

#### **DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of staff responsible for the construction, modification, maintenance, restoration, and repair of District lands and facilities, including trail construction and maintenance, resource management tasks, and building and field maintenance; provides technical assistance to the Area Manager; performs a variety of technical tasks relative to assigned area; coordinates assigned activities with other programs, outside agencies, and the public; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from an Area Manager. Exercises direct and general supervision over technical and maintenance staff.

#### **CLASS CHARACTERISTICS**

This is a full supervisory-level class responsible for planning, organizing, supervising, reviewing, and evaluating the work of maintenance staff either directly or through lead workers. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of assigned area, including participating in short- and long-term planning. Incumbents are expected to independently perform the full range of construction, maintenance, and resource management duties as assigned as well as possess the skill in coordinating work with that of other District departments and public agencies. This class is distinguished from the Area Manager in that the latter has management responsibility for all maintenance, construction, resource management, and enforcement operations of an assigned Area.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff performing construction, maintenance, restoration, and resource management work to ensure safe access and use of District lands and facilities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned area.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Supervises the use of and operation of tools, equipment, and vehicles; trains staff in work and safety procedures; develops safety training programs and follows required standards developed by CalOSHA and other agencies; implements procedures and standards.

- Monitors operations and activities of assigned work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for assigned projects.
- Plans, prioritizes, and manages construction and maintenance projects, including coordinating with the Planning Department; evaluating project sites; obtaining appropriate regulatory permits; determining and recommending equipment, materials, and staffing needs; reading and interpreting technical specifications and plans; recommending and implementing changes; and ensuring completion of the project on time and within budget.
- Participates in the development of consultant requests for proposal and bid processes for professional and/or construction services; evaluates proposals and recommends project award; administers contracts after award.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Ensures that safety procedures are followed and that safety equipment is worn; makes periodic safety presentations to assigned staff.
- Supervises and performs the most complex construction and maintenance duties and provides technical assistance to crews in areas such as trail and road maintenance and construction, carpentry, painting, electrical, and plumbing tasks, general custodial duties, and water system installation and maintenance.
- Supervises and performs resource management tasks, including identifying, removing, and spraying non-native invasive plants, pest control, identifying habitat concerns, and participating in data collection projects; provides information to resource management staff as needed.
- Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Coordinates assigned services, projects, and activities with other departments and outside agencies.
- Provides staff assistance to the Area Manager; prepares and presents regulatory and staff reports and other written materials.
- Supervises the preparation and maintenance of work logs, reports, records, and files; ensures the proper documentation of operations and activities.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Responds to and provides support for various emergency services as needed, including first aid, search and rescue, basic wild land fire suppression, and planning and conducting controlled burns.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of open space and preserve maintenance, resource management, and operations program development and administration.
- Principles, practices, equipment, tools, and materials of construction, maintenance, and repair of open space and preserve lands and facilities.

- Principles and standard practices of several trades as they apply to construction, maintenance, and repair of open spaces, parks, water systems, and related structures, including carpentry, plumbing, electrical, painting, and irrigation work.
- Principles and practices of resources management, including weed management and habitat restoration.
- Local flora, fauna, cultural, and geological resources and methods and techniques of wild land resource protection and restoration and District lands and boundaries.
- Basic principles and practices of emergency medical aid and wild land fire suppression.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Modern office practices, methods, computer equipment, and basic computer applications.
- Principles and procedures of record keeping and reporting.
- Safe driving rules and practices and safety principles, practices, procedures, and equipment related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned maintenance, construction, and resource management activities.
- Interpret, apply, explain, and enforce complex District, local, State, and Federal codes, regulations, policies, and procedures.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solution.
- Perform the most complex maintenance, construction, and resource management duties and operate related vehicles, equipment, and tools safely and effectively.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from an accredited college or university with major coursework in park maintenance, resource management, or a related field and five (5) years of experience in construction and maintenance of and/or management of natural resources in a park, open space, and/or related facilities.

### **Licenses and Certifications:**

- Possession of a valid California Class C Driver License.
- Possession of a valid California Class A or Class B Driver License and required endorsements desirable.
- Possession of, or ability to obtain, a valid Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
- Possession of, or ability to obtain, a valid First Responder or equivalent certification.
- Possession of, or ability to obtain, the level of certification in the Incident Command System courses as specified under the National Incident Management System (NIMS).
- Possession of, or ability to obtain, a District approved Fire Suppression Training certification.
- Depending on assignment, possession of, or ability to obtain, an appropriate Qualified Applicator's certificate.
- Depending on assignment, possession of, or ability to obtain, a valid Grade I Water Treatment Operator Certificate and Grade I Water Distribution Operator Certificate issued by the California Department of Public Health (CDPH).

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift and carry materials and objects weighing up to 60 pounds and must possess the ability to push and pull objects weighing up to 100 pounds, with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and poison oak. May involve exposure to wild, and/or dangerous animals. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work evenings, weekends, and holidays. Must wear prescribed District uniform and adhere to strict safety procedures and work habits. Depending on the exposure, employee is required to wear head, hearing, eye, foot, face, hand, and full protection equipment.

EFFECTIVE: December 2011

REVISED: February 2020

FLSA: Non-Exempt