

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GROUNDS MAINTENANCE MANAGER - 1642

DEFINITION:

Under direction, to oversee, coordinate, and supervise the work of major park area crews or a major park service support unit engaged in the maintenance, repair, and redevelopment of parks and recreational facilities; to oversee, inspect, and administer grounds maintenance contracts; to plan, direct, and coordinate the City's tree maintenance program; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Consults with superiors to determine general landscaping and grounds and facilities maintenance programs;
- Plans, coordinates, and supervises the work of a major City-wide support unit involved in heavy turf maintenance and hauling functions or mowing and sweeping functions;
- Plans and assigns work to subordinates engaged in park nursery, pest management, City-wide irrigation, facility services, or park redevelopment work;
- Oversees, coordinates, and manages City-wide park forestry and tree maintenance services;
- Coordinates and inspects maintenance work by private contractors and administers contractual services;
- Makes recommendations on payments to contractors;
- Receives, investigates, and resolves complaints;
- Evaluates service requests from the public and lessees;
- Develops cost estimates and service schedules;
- Meets with members of the public to discuss maintenance concerns;
- Makes inspections of park conditions and determines work priorities;
- Assists in budgetary and work program planning;
- Researches the usefulness and cost effectiveness of new equipment and products;
- Approves the requisitioning of equipment and supplies;
- Trains and rates the work performance of subordinates;
- Enforces safety regulations;
- Keeps records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time experience as a Grounds Maintenance Supervisor with the City of San Diego; **OR** one year full-time experience supervising grounds maintenance functions, which must include at least one of the following: planting and fertilizing lawns, shrubs, trees, and ground covers; pruning trees and shrubs; operating, maintaining, and repairing grounds maintenance equipment; supervising crews responsible for spraying of pesticides; installing, operating, and repairing major irrigation systems; or open space maintenance. Supervisory experience must include responsibility for the full range of supervisory duties including planning and scheduling the work of employees, reviewing/approving timecards, employee selection, training, evaluation, commendations, and discipline.