

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GROUNDS MAINTENANCE MANAGER

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; or 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;
- Receives, investigates, and resolves complaints;
- Evaluates service requests from the public and lessees;
- Develops cost estimates and service schedules;
- 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 Announcement for updated minimum qualifications.

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, fertilizing and cultivating lawns, shrubs, and trees; pruning trees and shrubs; or grounds maintenance work involving the operation and maintenance of grounds maintenance equipment and irrigation systems. Supervisory experience must include responsibility for the full range of supervisory duties including employee selection, signing time cards, writing and giving performance evaluations, training, disciplining employees and recommending commendations. Possession of a valid California Class C Driver's License.

- * **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.