



## ASSISTANT PARKS AND MAINTENANCE DIRECTOR

**JOB SUMMARY:** Under general direction, assists with directing, planning and coordinating the activities and operations of assigned divisions in the Parks and Maintenance Department within the Public Works Agency which may include parks and grounds maintenance, landscape and tree trimming, contract management, asphalt, concrete, debris removal, and traffic sign/paint crews; coordinates assigned activities with other City departments, divisions and outside agencies; provides professional and technical staff assistance to the Parks and Maintenance Director; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** This classification is characterized by its responsibility to assist with the management and daily administration of the Parks and Maintenance Department and managing staff and activities within assigned divisions. It is distinguished from the Parks and Maintenance Director by the latter's management responsibility for all aspects of the Parks and Maintenance Department.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assists with developing, implementing and managing parks and maintenance operations, programs and activities including parks and grounds maintenance, landscape and tree trimming, contract management, asphalt, concrete, debris removal, and traffic sign/paint crews and other related functions.
2. Assists in the development and implementation of departmental goals, objectives, policies, and priorities.
3. Assists with monitoring, evaluating and improving the efficiency and effectiveness of methods and procedures; assesses and monitors workload; makes recommendations for areas of improvement.
4. Supervises and directs the activities of assigned staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
5. Oversees the development and administration of the department's budget; forecasts additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of expenditures and recommends adjustments as necessary.
6. Assists with the preparation and submission of reports for presentation to City administration and City Council.
7. Assists with the coordination of division activities with other City departments and outside agencies; communicates and collaborates with various agencies and representatives, including county and other governmental officials and City departments.
8. Participates in emergency response management.
9. Assists in the oversight of the department's safety program to ensure compliance with all federal, state, and local rules, regulations, procedures and departmental safety directives, policies and practices.
10. Attends and participates in professional group meetings; remains current on new trends and innovations in the field of parks and street maintenance operations and management.

11. Provides responsible staff assistance to the Parks and Maintenance Director; may act in the absence of the Parks and Maintenance Director as assigned.
12. Performs related duties as assigned.

<b>MINIMUM QUALIFICATIONS:</b>
--------------------------------

***ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:***

**EDUCATION:** Bachelor's degree from an accredited college or university in engineering, public administration or related field.

**EXPERIENCE:** Two years of management experience in public works operations which includes parks, asphalt, concrete, traffic signage/markings, storm drain and managing related contracts.

**KNOWLEDGE OF:**

- Materials, methods and equipment used in street and sidewalk construction, repair and maintenance.
- Materials, methods and equipment used in the care and maintenance of plants, trees, shrubs and lawns.
- Principles and practices of supervision, training and performance evaluation.
- Occupational hazards and standard safety precautions pertinent to parks and street maintenance operations.
- Applicable federal, state, and local laws, codes and regulations governing parks and street maintenance operations.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Customer service methods and communication techniques.

**ABILITY TO:**

- Lead and direct the operations, services and activities of the Parks and Maintenance Department.
- Coordinate work with other departments, private agencies and public agencies.
- Understand, interpret and ensure compliance with applicable federal, state and local laws, ordinances, codes and regulations including occupational hazards and safety precautions and permits applicable to department operations, including, but not limited to: Air Quality Management District (AQMD), California Air Resources Board (CARB) and National Pollutant Discharge Elimination System (NPDES).
- Prepare, implement, and manage a comprehensive operating budget.
- Prepare and maintain accurate and complete records and reports.
- Select, supervise, train, coach, motivate, coordinate and evaluate the work of staff.
- Plan, schedule and set priorities for work to be performed.
- Prepare cost estimates for maintenance and construction projects.
- Operate a computer using relevant word processing, spreadsheet, database, and other software.
- Interact and communicate effectively, both orally and in writing.

**Assistant Parks and Maintenance Director**

---

- Establish, maintain, and foster positive, harmonious and effective working relationships.
- 

**LICENSES:**

- Valid Class C California driver's license.
- Acceptable driving record at the time of appointment and throughout employment.

**CERTIFICATIONS:**

- N/A
- 

**SPECIAL REQUIREMENTS:**

- N/A

**DESIRABLE:**

- A Master's Degree in public administration or a related field.
- 

**ADDITIONAL INFORMATION:**

FLSA Exemption Status: Exempt  
Employee Unit: Unit 3, Management  
Job Family: Parks and Maintenance  
Class Progression: Executive Director Public Works  
Parks and Maintenance Director  
Assistant Parks and Maintenance Director  
Parks and Maintenance Manager

Reports to: Parks and Maintenance Director  
Supervises: Varies

**CLASS HISTORY:**

Date Class Established:

Revised Dates / Reason: N/A

Previous Title(s): N/A

Approved By HR Director:

Date Approved:

12/20/19