

Maintenance Supervisor Responsibilities

- Responsible for the administration of a wide variety of service contracts, including landscape maintenance; lake management; pesticide/herbicide application; lighting repair; and the County Probation Work Crew.
- Communicates City's policies, procedures, and guidelines to each contractor.
- Assists in the development and administration of the Division budget.
- Authorizes and monitors specialty work such as aerification, fertilization, renovation, etc., of sports fields.
- Authorizes and monitors additional work and payment related to contracts administered.
- Oversees the Pesticide Program for the City and all regulated requirements from the State of California.
- Reviews, tracks, and processes invoices for payment to the City's Finance Department.
- Implements deductions and generates required documentation for reductions in payment to contractors as needed for non-compliance.
- Monitors and computerizes all irrigation and lake water usage data; provides documentation to City staff for water usage and costs for all facilities, fire stations, fire lines, medians, parkways, parks, and reclaimed water sites to ensure water reduction targets and budgets are met.
- Purchases various supplies for contractor installation, including turf maintenance chemicals, fertilizers, parks and landscape site furnishings, sports field equipment, amendments, trees, shrubs, irrigation components, lighting components, building/plumbing repair items, etc.
- Primary inspector for all renovation and rehabilitation projects within the Park Maintenance Section; maintains documentation of each phase of all the projects; coordinates change orders for necessary corrections and/or changes to projects; and provides compliance inspections.
- Reviews all plans during development of new and rehabilitation projects related to parks and landscaped areas.
- Coordinates with the Engineering Division for concrete repairs in City parks, landscaped areas, medians, and parkways.
- Authorizes contractor price quotes for City requested building, park, and sports field lighting repairs.
- Authorizes contractor price quotes for City requested playground equipment and surfacing repairs for 27 play structures.
- Oversees program, retains and transmits records, and coordinates inspections by the County of Orange as required by the State of California for landscape pesticide usage on City property.
- Administers Building Modification and Capital Improvement projects for park related projects. Develops scopes of work; obtains quotes from potential contractors or prepares formal bid documents; generates purchase requisitions for requested work; and approves the payment for the work completed by the contractors.

- Incumbents of this job classification typically have a State of California Department of Pesticide Regulation Pest Control Advisor License and a Qualified Applicator's certificate to insure compliance with all applicable laws, regulations, and record keeping.
- Depending on assignment, incumbents of this job classification are typically identified as the City's 'Arborist' and hold a Certified Arborist License and administer all aspects of the tree management operation, including coordinating grid trimming, annual palm pruning, removal of dead, diseased, or dying trees; tree planting, tree watering, hazard tree evaluation, root pruning, and tree evaluation in support of the Engineering Division's Parkway Maintenance Program.
- Provides customer service contacts, field inspection, and data collection necessary to support resident requests for tree-related problems and for Parks and Recreation Commission action.

## Leadman/Landscape Coordinator Responsibilities

- Assists in the supervision and the inspection of a wide variety of contractors providing services to the City.
- Develops and maintains documentation of work performed by contractors.
- Conducts progress/compliance meetings with contractors on a monthly basis.
- Inspects the condition of, or operational status of park restrooms, park lighting, play structures, lakes, skate park, sports courts, picnic shelters, and other park amenities.
- Coordinates and oversees pesticide, rodenticide, and plant growth regulator applications by contractor to insure safety and compliance with laws and regulations.
- Coordinates repair of lighting, plumbing, doors, gates, backflow devices, etc.
- Coordinates the scheduling of work for each contractor as directed.
- Computerizes all calendar schedules and all other contractor-provided documents.
- Inspects weed abatement services.
- Inspects wetlands maintenance and compliance with applicable laws and regulations.
- Assists in the inspection of park-related building modification projects.
- Inspects all project work within the Parks Section; maintains documentations pertaining to each project; provides feedback to the maintenance supervisor who oversees each project; and photographs the phases of each project.
- Oversees lighting inspections, repairs, and purchases for 18 parks, three (3) sports fields, and 17 restrooms facilities.
- Oversees playground equipment and surfacing inspections, repairs, and purchases for all 27 pieces of playground equipment. One (1) staff person currently has certification requirements from the state to audit playgrounds, and maintain safety requirements for all City-owned playground equipment.
- Acts as a liaison between contract staff and other City departments to coordinate requests for special projects or special events.
- Staff in this position typically hold a California Department of Pesticide Regulation Qualified Applicator's Certificate that allows this person to supervise and apply pesticides on municipal sites. This license insures thorough knowledge of applicable laws, regulations, and safety requirements as it relates to applying or overseeing the application of chemicals to City or school sites.