

**City of Manteca  
PARK MAINTENANCE SUPERINTENDENT**

<b>Class Spec Code</b>	###	<b>Established Date</b>	11/01/2025
<b>Occupational Group</b>	Mid-Manager Association (MMA)	<b>Revision Date</b>	February 2026
		<b>FLSA</b>	Exempt

**DEFINITION**

Under general direction, supervises, assigns, reviews, coordinates, and directs the work of staff in the park maintenance section of the Public Works Department; manages the operations, maintenance, and repair of park and sport facilities, urban forests, community pools, athletic fields, and City grounds; coordinates assigned activities with other City departments, divisions, sections, outside agencies, and with the general public; provides highly responsible and complex staff assistance to management in areas of expertise; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Parks and Golf Maintenance Manager. Exercises direct supervision over supervisory, technical, and administrative support staff through subordinate levels of supervision.

**CLASS CHARACTERISTICS**

This classification is responsible for planning, organizing, and managing the operations of the park maintenance unit of the Public Works Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the section. Employees serve as a specialist, liaison, and advocate for the section, with regular contact and interactions with City senior management positions, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.

**REPRESENTATIVE DUTIES**

**Essential Duties:**

*Management may amend duties pursuant to the Americans with Disabilities Act (ADA) so qualified employees can perform the essential functions of the job.*

- Plans, develops, administers, implements, and oversees the daily functions, operations, and activities of the park maintenance section of the Public Works Department.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the section; recommends within department policy, appropriate service, and staffing levels; recommends and administers policies and procedures.

- Develops, administers, and oversees section budget; determines funding needed for staffing, equipment, materials, and supplies; conducts studies to forecast spending and cost benefits for assigned special projects and potential services; monitors expenditures and submits invoices for supplies and equipment; ensures compliance with budgeted funding.
- Develops requests for proposals for services and/or equipment and reviews the bid processes; evaluates proposals and recommends contract/purchase order award; reviews, approves, and processes invoices in accordance with contract/agreement specifications and established policies and procedures.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides complex staff assistance to the Parks and Golf Maintenance Manager; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains working and official section files; ensures the proper documentation of operations and activities.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; supervises various supervisors assigned to section activities.
- Oversees the care and long-term management of City-owned trees and landscaped areas, including pruning schedules, documentation, and compliance with arboricultural standards.
- Directs weed abatement and pest control programs using Integrated Pest Management practices in accordance with regulatory guidelines.
- Manages facility maintenance for park restrooms, playgrounds, and recreational amenities, including graffiti removal and vandalism repairs.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Participates in long-term planning to assess and allocate resources for future needs relative to the areas of responsibility.
- Develops and implements safety training programs, including tailgate sessions, ensuring OSHA compliance, and promoting a culture of safety.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of latest trends and innovations in the field of park maintenance, recreation facilities, operations, maintenance, and quality.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget development and administration, and contract administration and management.
- 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 leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of municipal park maintenance, operations, and public space management.
- Arboriculture, agronomy, horticulture, and turf management techniques for urban landscapes and sports fields.
- Integrated Pest Management (IPM) strategies and associated rules and regulations.
- Irrigation systems, hydrology, and water conservation practices applicable to public landscapes.
- Playground safety standards and Certified Playground Safety Inspector protocols.
- General principles of risk management related to the functions of the assigned area.
- Occupational hazards, safety equipment, and practices related to the work.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned section.
- Record keeping principles and procedures.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the assigned section.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Coordinate and manage assigned projects and programs.
- Conduct strategic planning for assigned projects.
- Develop and implement strategic maintenance plans for parks, urban forestry, and recreational facilities.
- Interpret and apply regulations related to pesticide use, environmental safety, and public facility standards.
- Conduct site inspections and assess conditions to prioritize maintenance and repair activities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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:*

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by specialized training in arboriculture, agronomy, irrigation/hydrology, and/or sporting facility management.

Experience:

- Six (6) years of increasingly responsible experience in park and recreational facility maintenance and management, including two (2) years of experience in a supervisory capacity.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Qualified Pesticide Applicator Certificate, to be maintained throughout employment.
- Possession of a valid Certified Playground Operator Certificate, to be maintained throughout employment.
- First Aid/CPR Certification within 90 days of appointment.

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also 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, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).