

Job Description



Position:	PARK MAINTENANCE SUPERVISOR
Reports to:	Assistant District Manager and District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Full-Time: Up to 40 hours/week - 2080 hours/annual (1.0 FTE)

Position Overview

Under general direction of the Assistant District Manager and District Manager performs responsible, professional park maintenance work at a hands-on administrative level by supervising staff and activities as they relate to the park maintenance functions of the District. These functions include supervising the park maintenance operations of District facilities and parks maintenance personnel. Uses professional judgment in initiating and conducting the park maintenance operation which shall conform with community needs, District resources and policy, and other related duties as assigned or required.

Responsibilities and Duties

Duties may include, but are not limited to, the following:

Planning and Coordination: The supervisor plans and directs park maintenance activities, reviews project plans, and oversees major repairs and improvement projects. Must ensure operations meet community needs and follow District policies.

Staff Supervision and Training: This role leads park maintenance staff, organizes training and safety meetings, and handles hiring, training, and evaluations. Supervisor also directs outside vendor crews when needed.

Safety and Compliance: The supervisor supports safety programs, participates in the Safety Committee, and manages pesticide and chemical use to meet safety standards.

Resource and Equipment Management: Oversees purchase and maintain equipment and supplies, keep accurate records, and update park facility plans.

Administrative and Budgetary Duties: The position helps prepare reports, surveys, and budgets, and monitors spending for park maintenance operations.

Operational Support: The supervisor gives clear instructions, assists with maintenance tasks, and works a flexible schedule to meet District needs.

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Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

Administrative and Communication: Strong administrative and organizational skills, including clear written and verbal communication. Deliver public presentations and speak confidently in group settings. Use basic computer applications for reporting, scheduling, and documentation.

Leadership and Staff Management: Ability to lead and supervise staff, contractors, and volunteers effectively. Recruit, train, and evaluate staff according to District standards. Assign tasks and manage work crews, including outside vendors, with efficiency and fairness. Foster respectful communication and collaboration among staff, contractors, and patrons.

Planning and Project Oversight: Skill in reviewing project plans, managing resources, and ensuring compliance with safety standards. Coordinate maintenance schedules and improvement projects to meet community needs. Ensure compliance with District policies and safety standards during project execution.

Technical and Operational Expertise: Knowledge of park maintenance practices, landscaping, and construction principles (carpentry, plumbing, irrigation, electrical). Understand landscape maintenance procedures, including planting, cultivation, and turf care. Apply construction principles such as carpentry, concrete, plumbing, irrigation, and electrical work. Operate and maintain tools and equipment used in landscaping and construction safely. Perform heavy physical labor and navigate rough terrain as required.

Resource and Equipment Management: Proficiency in safe operation and maintenance of tools and equipment. Implement equipment and material purchasing. Maintain accurate records of supplies, equipment, and facility plans. Ensure proper use and upkeep of District resources.

Safety and Compliance: Capacity to perform physical labor and navigate varied terrain as required. Support and enforce safety programs and participate in safety committees. Manage pesticide and chemical use in compliance with regulations. Maintain certifications and adhere to health and safety standards.

Education, Experience, and Training

A combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in park management, landscape horticulture, or related field, or an AA degree with at least two (2) years of additional experience
- At least four (4) years of experience in park operations or related field, including three (3) years in a supervisory or mid-supervisory capacity
- Expertise in one (1) of the construction trades, or landscape maintenance
- Basic engineering and design experience

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License and Certification

Must possess, or ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record
- Current basic First Aid and CPR certificates
- Qualified Pesticide Applicator certificate
- Certified Swim Pool Operator certificate

Medical Examination and Finger Printing

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 50% of the time and sitting 50% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs and ladders, and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations may be provided in accordance with ADA and FEHA.

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties..

- Frequent work in varied weather conditions, including wet, humid, hot, or cold environments.
- Occasional work at heights; frequent negotiation of rough or uneven terrain.
- Exposure to street and road traffic, loud noise, fumes, airborne particles, toxic or caustic chemicals, and occasional risk of electrical shock.
- Noise Level: Frequently loud due to equipment operation and outdoor activities.
- Must be able to travel within and occasionally outside District boundaries.
- Ability to maintain concentration on computer screens, use keyboards and peripherals, and work in an environment with moderate noise and frequent interruptions.
- Ability to periodically work evenings, weekends, or holidays as required by District needs.
- Reasonable accommodations may be provided in accordance with ADA and FEHA.

Direct Reports

Park Maintenance I, II, and III (Park Foreman).

Benefits

The District offers a comprehensive benefits package that varies based on full-time or part-time

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employment status. Benefits may include medical, dental, vision, retirement plans, paid leave, and other employee programs.

Full-time employees are typically eligible for CalPERS retirement, health coverage, paid vacation and holidays, and other core benefits. Part-time employees are eligible for certain benefits. For the most current and detailed information, please contact the District or refer to the official benefits summary.

Job Description Action

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Reviewed:	<i>11/21/2025</i>

https://paradisepd.sharepoint.com/sites/HumanResources/SharedDocuments/Job.Descriptions/Proposed/Park.Maintenance.Supervisor_2022.0330.docx
2/9/2026