

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Projects/Contracts Supervisor**

**Division:** Parks & Planning

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### **Summary:**

Under general direction, plans, organizes and supervises assigned minor construction and maintenance projects; oversees, coordinates and administers assigned minor construction and mowing, janitorial and other maintenance contracts; assists in coordinating major construction projects; develops and implements maintenance programs and contracts that ensure facilities and grounds are maintained; and performs other related duties as assigned.

### **Essential Duties and Responsibilities:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns and manages the activities and staff of special teams; directly supervises the work of technical specialist classes including Irrigation Technician, Pest Control Technician, and Equipment Operator; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff; establishes performance requirements; regularly monitors, evaluates and addresses performance.
- Contributes to the development of and monitors performance against the annual division budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Works with District managers and staff to develop and implement plans, schedules, requirements and standards for preventative maintenance, repair and servicing of facilities and equipment, including work to be performed by outside vendors and service providers.
- Develops scope of work and estimates budgets for a variety of building and grounds services contracts including mowing and janitorial services; serves as District contact for assigned contractors and other outside agencies; inspects and monitors work quality and ensures compliance with District standards.
- Oversees and supervises assigned construction and maintenance projects; determines personnel, equipment and materials required; estimates budgets and timelines and coordinates the scheduling, timing and priorities for maintenance and repair work.
- Ensures buildings, grounds and related facilities are maintained and that construction projects are completed effectively and safely.
- Ensures ongoing safety requirements are met by assigned staff, contractors and service providers working in District facilities, buildings and grounds.
- Prepares and submits reports on activities and inspections, including EPA and OSHA records.
- Requisitions materials, tools, supplies and equipment; interacts with vendors and sales personnel for purchases and to open new accounts.
- Confers with field supervisors regarding operational issues.

## **Other Duties and Responsibilities:**

- Travels to various locations to monitor, coordinate and inspect work.
- May be required to drive District or personal vehicle to
- Participates during disasters or when emergency response is needed.
- Exempt employees may be required to work nights and weekends.
- Performs related duties as assigned.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

### **Education/Experience:**

A typical way to obtain the knowledge and abilities would be: an associate degree in horticulture, landscape management, construction technology, or a closely related field, and four years of increasingly responsible experience in building construction, inspection, maintenance and repair and/or landscape and grounds maintenance work, including at least two years of contract management experience; familiarity with EPA regulations, OSHA and Cal/OSHA; or an equivalent combination of education and experience. A bachelor's degree is preferred.

### **Language Ability:**

Ability to read, analyze and interpret professional journals, blueprints, construction documents, technical procedures, operating and maintenance instructions, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to present information and respond to questions from groups of managers and the public.

### **Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as percentages, area, circumferences and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to develop and administer budgets and project costs.

### **Reasoning Ability:**

Ability to define and solve practical problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to interpret a variety of instructions provided in written, oral, diagram or schedule form.

### **Certificates and Licenses:**

- Valid California driver's license with a good driving record and current automobile insurance.
- Possession of, or ability to obtain, a valid State of California Contractor's License in a related field.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

**Other Required Skills:**

Use word processing and spreadsheet programs.

**Supervisory Responsibilities:**

Supervises Irrigation Technician, Pest Control Technician, and Equipment Operator class series.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions. The noise level in the environment is moderate.

**Physical Demands:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; reach with hands and arms and talk or hear. The employee is occasionally required to walk over uneven terrain and stoop, kneel, crouch or crawl. The employee is occasionally required to lift up to 100 pounds. There are no special vision requirements.

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Revised 4/4/24

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*