

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Subject: Approval of the Revised Class Specification for Park Services Manager

RECOMMENDATION

Recommendation of the Human Resources Director and the Civil Service Commission that your Honorable Body approve the proposed class specification for Park Services Manager.

FUNDING

Not Applicable.

BACKGROUND and ANALYSIS

The Park Services Manager will be retiring in June 2009 and there is a corresponding need to conduct a Civil Service Examination. The Community Services Director requested a review of the class specification to ensure it accurately reflects the requirements of the position prior to conducting the examination. The Experience and Education Section was revised to more accurately describe the required experience and certification for the position as follows:

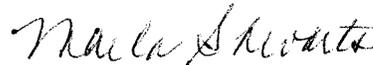
Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

An Associate's degree with a concentration in park management, landscape architecture, horticulture or other job related field and seven (7) years of progressively responsible park or landscape maintenance experience, which includes at least two (2) years of management or supervisory experience.

Certification from the International Society of Arboriculture (ISA) or Pesticide Applicators Professional Association (PAPA) or other related professional organizations is highly desirable.

The Civil Service Commission at their meeting of April 13, 2009 approved the revised class specification which is submitted to your Honorable Body for your review and approval.

Respectfully submitted,



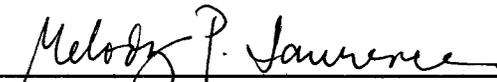
Civil Service Commission
Marla Shwarts, Chair

CONCUR:

ELAINE M. WINER
Human Resources Director



Elaine M. Winer
Human Resources Director

By 

Melody P. Lawrence
Human Resources Manager

NOTED:



LeRoy J. Jackson
City Manager

- Attachments: A. Civil Service Commission Meeting April 13, 2009, Item 5
B. Revised Class Specification for Park Services Manager
C. Existing Class Specification for Park Services Manager

April 3, 2009

Commission Meeting
April 13, 2009

Honorable Chairperson and Members
of the Civil Service Commission
City Hall
Torrance, California

Subject: Approval of the Revised Class Specification for Park Services Manager

RECOMMENDATION

The Human Resources Director recommends that your Honorable Body approve the proposed revised class specification of Park Services Manager and forward to the City Council for adoption.

BACKGROUND and ANALYSIS

The Park Services Manager will be retiring in June 2009 and there is a corresponding need to conduct a Civil Service Examination. The Community Services Director requested a review of the class specification to ensure it accurately reflects the requirements of the position prior to conducting the examination. The proposed class specification includes minor revisions to more accurately reflect the requirements of the position.

The revised class specification has been prepared and is submitted to your Honorable Body for your review and approval.

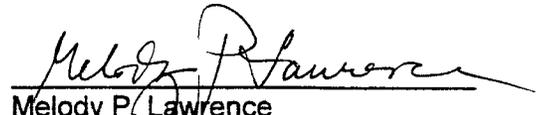
The Experience and Education Section was revised to more accurately describe the required experience and certification for the position as follows:

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Certification from the International Society of Arboriculture (ISA) or Pesticide Applicators Professional Association (PAPA) or other related professional organizations is highly desirable.

Respectfully submitted,


Melody P. Lawrence
Human Resources Manager

CONCUR:


Elaine M. Winer
Human Resources Director

NOTED:


Laura Lohres
Civil Service Manager

Attachments: A. Revised Class Specification for Park Services Manager
B. Existing Class Specification for Park Services Manager

ITEM 5

Park Services Manager

Definition

Under general direction, plans, organizes and directs the activities of the division including the maintenance, construction and improvement of City parks and landscaped areas; and performs related work as required.

Distinguishing Characteristics:

The Park Services Manager is distinguished from the Community Services Director in that the incumbent does not have responsibility for the entire department and is distinguished from Park Services Supervisors in that the incumbent is responsible for managing the entire division. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Supervision Exercised/Received:

Receives general direction from the Community Services Director; provides direct supervision to supervisory staff and support staff of the department.

Examples of Duties

The following duties represent the principal job duties; however, they are not all inclusive.

- Plans, assigns and manages the maintenance and improvement (e.g. the planting, cultivating, irrigating, mowing lawns and trimming shrubs) of City parks and landscaped areas.
- Plans, assigns and manages the maintenance and construction of park equipment and facilities (e.g. sprinkler systems, picnic shelters and benches, playground equipment, utilities, etc.).
- Plans, assigns and manages through supervisors, the activities of the division.
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Provides leadership, maintains effective employee relations and works with other department managers in the development and retention of competent personnel.
- Develops, implements and evaluates department plans, policies and procedures to achieve annual goals and objectives.
- Develops and monitors the division budget and establishes budgetary controls.
- Monitors the performance of contractors engaged in landscape maintenance and park construction to ensure that the contractor is meeting the provisions of the specifications.
- Attends various City Council, Commission, and community and staff meetings as required.
- Administers safety and training programs.
- Prepares and/or reviews correspondence.
- Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups.

- Coordinates projects with other City departments and agencies.
 - Stays abreast of current developments in legislation and trends, which may affect the City and/or division.
 - Implements and maintains Federal, State and local mandates.
 - Prepares reports and recommendations for City Council and commission agenda items.
-

Examples of Other Duties:

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Conduct and/or attend meetings as required.
 - Participates on external committees, boards, and task forces, etc., as appropriate.
 - Responds to citizen inquiries and resolves difficult and sensitive complaints.
 - Perform related duties as required.
-

Minimum Qualification Guidelines

Knowledge of:

- Methods, equipment, materials, and supplies used in the maintenance and construction of City parks.
- Horticulture suitable to the area.
- Principles of customer service and public relations.
- Employee relations including the meet and confer process, grievance procedures and contract interpretation and administration.
- Principles of public relations.
- Project management methods and practices.
- Management and supervisory principles and practices.
- Budget preparation and administration principles and practices.
- Applicable Federal, State and local regulations.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

Ability to:

- Plan, organize, and direct the maintenance, improvement, and construction of City parks;
- Monitor and evaluate the performance of contractors engaged in landscape maintenance and park construction.
- Evaluate, develop and implement division policy and programs to improve operations.
- Develop and monitor the division budget and establish budgetary controls.
- Negotiate project or maintenance contracts on behalf of the division.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors.

- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
 - Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
 - Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work.
 - Present proposals and recommendations effectively in public meetings.
 - Develop clear, concise, and comprehensive studies, reports, and agenda items.
 - Communicate effectively orally and in writing.
 - Ensure safety and professional work standards are met.
 - Prepare and monitor a preventative maintenance program.
 - Read and interpret plans and specifications.
 - Operate a computer and other office equipment.
-

License and/or Certificate

Must possess and maintain an appropriate, valid California driver's license.

Education and/or Experience

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

An Associate's degree with a concentration in park management, landscape architecture, horticulture or other job related field and seven (7) years of progressively responsible park or landscape maintenance experience, which includes at least two (2) years of management or supervisory experience.

Certification from the International Society of Arboriculture (ISA) or Pesticide Applicators Professional Association (PAPA) or other related professional association is highly desirable.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of calculators and a computer keyboard. Tasks require sound and visual perception and discrimination, as well as oral communications ability. The employee works under typical office conditions with a quiet work environment about half the time. The remaining time is spent in the field around machinery and vehicles that may expose the employee to loud noise.

Park Services Manager

Definition

Under general direction, plans, organizes and directs the activities of the division including the maintenance, construction and improvement of City parks and landscaped areas; and performance related work as required.

Distinguishing Characteristics:

The Park Services Manager is distinguished from the Community Services Director in that the incumbent does not have responsibility for the entire department and is distinguished from Park Services Supervisors in that the incumbent is responsible for managing the entire division. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Supervision Exercised/Received:

Receives general direction from the Community Services Director; provides direct supervision to supervisory staff and support staff of the department.

Examples of Duties

The following duties represent the principal job duties; however, they are not all inclusive.

- Plans, assigns and manages the maintenance and improvement (e.g. the planting, cultivating, irrigating, mowing lawns and trimming shrubs) of City parks and landscaped areas.
- Plans, assigns and manages the maintenance and construction of park equipment and facilities (e.g. sprinkler systems, picnic shelters and benches, playground equipment, utilities, etc.).
- Plans, assigns and manages through supervisors, the activities of the division.
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Provides leadership, maintains effective employee relations and works with other department managers in the development and retention of competent personnel.
- Develops, implements and evaluates department plans, policies and procedures to achieve annual goals and objectives.
- Develops and monitors the division budget and establishes budgetary controls.
- Monitors the performance of contractors engaged in landscape maintenance and park construction to ensure that the contractor is meeting the provisions of the specifications.
- Attends various City Council, Commission, and community and staff meetings as required.
- Administers safety and training programs.
- Prepares and/or reviews correspondence.
- Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups.

- Coordinates projects with other City departments and agencies.
 - Stays abreast of current developments in legislation and trends, which may affect the City and/or division.
 - Implements and maintains Federal, State and local mandates.
 - Prepares reports and recommendations for City Council and commission agenda items.
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Examples of Other Duties:

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Conduct and/or attend meetings as required.
 - Participates on external committees, boards, and task forces, etc., as appropriate.
 - Responds to citizen inquiries and resolves difficult and sensitive complaints.
 - Perform related duties as required.
-

Minimum Qualification Guidelines

Knowledge of:

- Methods, equipment, materials, and supplies used in the maintenance and construction of City parks.
- Horticulture suitable to the area.
- Principles of customer service and public relations.
- Employee relations including the meet and confer process, grievance procedures and contract interpretation and administration.
- Principles of public relations.
- Project management methods and practices.
- Management and supervisory principles and practices.
- Budget preparation and administration principles and practices.
- Applicable Federal, State and local regulations.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

Ability to:

- Plan, organize, and direct the maintenance, improvement, and construction of City parks;
- Monitor and evaluate the performance of contractors engaged in landscape maintenance and park construction.
- Evaluate, develop and implement division policy and programs to improve operations.
- Develop and monitor the division budget and establish budgetary controls.
- Negotiate project or maintenance contracts on behalf of the division.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors.

- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
 - Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
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 - Communicate effectively orally and in writing.
 - Ensure safety and professional work standards are met.
 - Prepare and monitor a preventative maintenance program.
 - Read and interpret plans and specifications.
 - Operate a computer and other office equipment.
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License and/or Certificate

Must possess and maintain an appropriate, valid California driver's license.

Education and/or Experience

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

An Associate's degree with a concentration in park management, landscape architecture, horticulture or other job related field and seven (7) years of progressively responsible public works experience, which includes at least two (2) years of management or supervisory experience.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of calculators and a computer keyboard. Tasks require sound and visual perception and discrimination, as well as oral communications ability. The employee works under typical office conditions with a quiet work environment about half the time. The remaining time is spent in the field around machinery and vehicles that may expose the employee to loud noise.

Park Services Manager

Definition

Under general direction, plans, organizes and directs the activities of the division including the maintenance, construction and improvement of City parks and landscaped areas; and performs related work as required.

Distinguishing Characteristics:

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Supervision Exercised/Received:

Receives general direction from the Community Services Director; provides direct supervision to supervisory staff and support staff of the department.

Examples of Duties

The following duties represent the principal job duties; however, they are not all inclusive.

- Plans, assigns and manages the maintenance and improvement (e.g. the planting, cultivating, irrigating, mowing lawns and trimming shrubs) of City parks and landscaped areas.
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- Administers safety and training programs.
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- Coordinates projects with other City departments and agencies.
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- Conduct and/or attend meetings as required.
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 - Perform related duties as required.
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Minimum Qualification Guidelines

Knowledge of:

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- Horticulture suitable to the area.
- Principles of customer service and public relations.
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- Principles of public relations.
- Project management methods and practices.
- Management and supervisory principles and practices.
- Budget preparation and administration principles and practices.
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 - Perform related duties as required.
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Minimum Qualification Guidelines

Knowledge of:

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- Principles of public relations.
- Project management methods and practices.
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- Applicable Federal, State and local regulations.
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Ability to:

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License and/or Certificate

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Education and/or Experience

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An Associate's degree with a concentration in park management, landscape architecture, horticulture or other job related field and seven (7) years of progressively responsible Public Works experience, which includes at least two (2) years of management or supervisory experience.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of calculators and a computer keyboard. Tasks require sound and visual perception and discrimination, as well as oral communications ability. The employee works under typical office conditions with a quiet work environment about half the time. The remaining time is spent in the field around machinery and vehicles that may expose the employee to loud noise.