



## Parks & Facilities Supervisor

Full-time position, 40 hours/week

Wage \$30.01 to 38.30/hour

OPEN 1/24/2025-UNTIL FILLED

(First Review 02/07/2025)

Do you enjoy working with your hands and being outdoors? The position of Parks and Facilities Supervisor provides a variety of maintenance, construction, and repair work to district parks, irrigation lines and gas-powered equipment. The ideal candidate will be a self-starter, flexible, reliable, and detail oriented with high standards for work product and safety.

### **Job Duties**

Duties may include assisting in leading inmate crews, volunteers, and other community groups. Coordinates, prioritizes, monitors, and participates in the work of maintenance crews while providing constructive, critical feedback to staff routinely. Maintain appropriate work records and documents, which may include purchasing and inventory. Assure District premises and resources are used safely and properly, according to approved policy and secured when not in use as well as ensuring the District's open spaces are in compliance with the weed abatement ordinance.

### **Qualifications**

Minimum two (2) years full-time experience with a park agency or private contractor working in community centers, parks, open space, trails, playgrounds and/or aquatic facilities,  
• One (1) year experience as a lead worker desirable.

### **PREFERRED SKILLS AND/OR CERTIFICATIONS** (or ability to obtain within one (1) year)

Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL) through the California Department of Pesticide Regulation.

Possession of a valid California driver's license and good safe driving record

Operation and transportation of light and heavy equipment desirable

Experience repairing and monitoring irrigation systems.

Ability to repair small gas-powered engines and equipment.

Email completed application and resume to Christina Greek, Finance/HR Officer at [cgreek@cameronpark.org](mailto:cgreek@cameronpark.org). Please include CPCSD Application.

For a full job description please see our website.

Position is open until filled, hiring immediately.

## Cameron Park Community Services District

<b>Job Title:</b>	Parks & Facilities Supervisor	<b>Department/Group:</b>	Parks and Facilities
<b>Location:</b>	Cameron Park Lake	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>Under direction of the General Manager or his/her designee the Parks Supervisor supervises, evaluates and participates in the work of crews responsible for the construction, repair, maintenance and operational work in the Parks &amp; Facilities Department; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned crews; performs other related duties as required.</p> <p><b>DISTINGUISHING CHARACTERISTICS:</b></p> <p>The Parks Supervisor is the first supervisory level class responsible for assigning and supervising the work of crews engaged in the construction, repair and maintenance work of buildings, grounds, parks, open spaces and Landscape and Lighting Assessment Districts (LLADs).</p> <p><b>SUPERVISION RECEIVED/EXERCISED:</b></p> <p>Receives general direction from the General Manager or his/her designee. Exercises direct supervision over assigned staff.</p> <p><b>ESSENTIAL JOB DUTIES</b></p> <ul style="list-style-type: none"> <li>• Accepts responsibility for supervising and participating in the construction, maintenance, and repair of Cameron Park Community Services District’s grounds, parks, aquatics (lagoon and pool), Community Center and related facilities.</li> <li>• Supervises, schedules, coordinates, prioritizes, monitors and participates in the work of maintenance crews.</li> <li>• Works with the General Manager or his/her designee to specify locations to utilize inmate crews.</li> <li>• Assists the General Manager or his/her designee with the District’s weed abatement program.</li> <li>• Coordinates and provides ongoing safety training programs and ensures crew compliance with applicable rules, policies and procedures.</li> <li>• Trains personnel and assists with establishing performance goals.</li> <li>• Provides input to General Manager or his/her designee for staff evaluations.</li> <li>• Provides constructive, critical feedback to staff routinely.</li> <li>• Initiates disciplinary procedures with General Manager or his/her designee as is appropriate.</li> <li>• Communicates clearly to General Manager or his/her designee and staff.</li> <li>• Responsible for timely completion and submission of incident and accident reports.</li> <li>• Recommends programs, projects and work assignments to the General Manager or his/her designee.</li> <li>• Performs the more difficult and complex maintenance and construction duties of the work.</li> <li>• Maintains appropriate work records and documents, which may include timesheets, work orders and inventories.</li> </ul>			

- Assists with statistical and/or analytical reports on operations as necessary. Assists with the Parks Department budget preparation and monitors approved budgets, prepares project cost estimates and orders supplies, tools and materials.
- Assures District premises and resources are used properly, according to approved policy and secured when not in use.
- Assists in contractor compliance with all specifications.
- Responds to typical questions and concerns from the general public, contractors and outside agencies
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and the public.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum two (2) years full-time experience with a park agency working in community centers, parks, open space, trails, playgrounds and/or aquatic facilities,
- Minimum of one (1) year as a lead worker; or an equivalent combination of education and experience.

**PREFERRED SKILLS AND/OR CERTIFICATIONS** (or ability to obtain within one (1) year at the District’s request)

- Aquatic Facility Operator (AFO) or Certified Pool/Spa Operator certification (CPO).
- Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL) through the California Department of Pesticide Regulation.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain.
- Landscape Irrigation Auditor certification.

**SPECIAL REQUIREMENTS:**

- Possession of a valid California driver’s license and good safe driving record with proof of insurability is required.
- Undergo medical examination, drug screening and Department of Justice background check.

**ABILITY TO:**

Plan, organize, train, evaluate and direct work of assigned staff; supervise and direct the operations and activities of the maintenance crew in the Parks Department, estimate time, materials and equipment needed to complete projects; read and understand plans and specifications; assist with the training programs for staff; respond to issues and concerns documents, including park safety reports, inspection reports, vehicle maintenance reports, billing invoices, pesticide recommendations, timesheets, work orders, blueprints, Safety Data Sheets and Safety Guidelines; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; interpret and follow plans and specification for maintenance and construction work; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, and develop and implement appropriate responses; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; identify and determine the nature of potential hazards and institute corrective action to eliminate or minimize the hazard.

**EQUAL OPPORTUNITY EMPLOYER**

Cameron Park Community Services District is an Equal Opportunity Employer.