

# **CONEJO RECREATION & PARK DISTRICT**

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

**Division:** Parks & Planning

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### **Summary:**

Under general supervision, plan, organize and direct assigned construction and maintenance projects; oversee, coordinate, and administer maintenance contracts; develop and implement maintenance programs which ensure that facilities and grounds are maintained in accordance with District policies and procedures.

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

- Oversees and directs assigned construction and maintenance projects; inspects and monitors quality and completion; serves as District contact for contractors and other outside agencies.
- Manages and coordinates maintenance contracts for a variety of building and grounds services; works with outside vendors/services; administers and monitors contracts; ensures compliance with District standards.
- Assures that buildings, grounds, and related facilities are maintained, and that construction projects are completed effectively and safely.
- Develops estimates for projects and determines personnel, equipment, and materials required.
- Assists in the preparation and administration of assigned budgets for projects and contract services.
- Prepares and submits reports on activities and inspections, including EPA and OSHA records.
- Interacts with vendors and sales personnel for purchases and to open new accounts.

### **Other Duties and Responsibilities:**

- Requisitions materials, tools, supplies and equipment
- Travels to various locations to monitor, coordinate, and inspect work.
- Performs other related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

#### **Education/Experience:**

Associate's Degree in Horticulture, Landscape Management, Construction Technology, or a closely related field; four (4) years increasingly responsible experience in building construction, inspection, maintenance and repair and/or landscape and grounds maintenance work, including at least two (2) years of contract management experience; familiarity with EPA regulations, OSHA and CAL/ OSHA; or an equivalent combination of education and experience.

#### **Language Ability:**

Ability to read and interpret documents such as safety rules, plans/specifications, operating and maintenance instructions, government regulations and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively orally and in writing.

**Math Ability:**

Ability to calculate figures and amounts such as percentages, area, circumferences, and volume. Ability to develop and administer budgets, and project costs.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates and Licenses:**

California Driver's License; a valid State of California Certified Applicator's License in ornamental and turf categories; possession of, or ability to obtain, certification as a Playground Safety Inspector issued by the National Recreation & Parks Association.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

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 demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently 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.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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*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.*