



# JOBDESCRIPTION

EXHIBIT 'A'

JD Revision Date: June 20, 2025

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| <b>Title</b>           | <b>CS Lead Supervisor – Parks &amp; Facilities</b>       |
| <b>Reports To</b>      | <b>Community Services Director</b>                       |
| <b>Bargaining Unit</b> | <b>Kerman Miscellaneous Employees Association (KMEA)</b> |

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| <b>Definition</b>                     | Under general supervision, to perform skilled and supervisory work in the interior and exterior building maintenance/repair and custodial duties for parks and facilities. Will perform specialized tasks necessary for maintaining City property (and equipment) and specialized repairs. .  |
| <b>Distinguishing Characteristics</b> | Performs full range of maintenance duties of the building and grounds to include janitorial, painting, minor plumbing and basic electrical, carpentry, flooring and equipment maintenance. Ability to diagnose malfunctioning equipment. Demonstrates continuous effort to improve operations, decrease turnaround times, and improve the cost-effectiveness of City operations. Insures that buildings, equipment and grounds are maintained in a safe, clean and orderly condition in accordance with health and fire regulations. Demonstrates the ability to schedule, supervise a variety of activities and operations of parks, buildings and facilities. Demonstrates good safety practices in operations and in the use of equipment. In the absence of the Public Works Operations Coordinator may be required under the direction of the Director of Public Works to organize, , facilities, streets, equipment and resources including the supervision and operations of the Adult Offender and Community Service Works Program. Performs lead maintenance activities with a three to five person crew.  |
| <b>Examples of Duties</b>             | <ul style="list-style-type: none"> <li>• Supervise and participate in a wide variety of maintenance tasks such as repairing and maintaining all city facilities and buildings.</li> <li>• Supervise and participate in the maintenance of park facilities, including playground equipment, shelters, playing fields, and park outbuildings.</li> <li>• Supervise and participate in graffiti removal and basic to intermediate landscape maintenance.</li> <li>• Operate a variety of hand and power tools and equipment. , etc.</li> <li>• Complete a variety of reports and forms including time and equipment records and work orders.</li> <li>• Supervise and train subordinate maintenance personnel.</li> <li>• Supervise and participate in working on hazardous sites, as needed.</li> <li>• Report hazardous conditions.</li> <li>• Supervise and participate in special City events.</li> <li>• Review and process work orders.</li> <li>• Provide cost estimates for time, material, and equipment.</li> <li>• Order necessary materials and supplies for job sites.</li> <li>• Maintain crew safety and ensure crew has proper safety equipment.</li> <li>• Respond to emergencies as directed by Public Safety.</li> <li>• On-call and overtime may be required.</li> <li>• Residence must be within 20 minutes response time.</li> <li>• Performs other related duties as required.</li> </ul> |
| <b>Qualifications</b>                 |   |
| <b>Knowledge Of</b>                   | <ul style="list-style-type: none"> <li>• Materials, methods, practices and equipment used in parks and facilities maintenance activities.</li> <li>• Occupational hazards and standard safety precautions necessary in the work.</li> <li>• Operation of heavy or light equipment depending on area of assignment.</li> </ul>   |

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|                               | <ul style="list-style-type: none"> <li>• Safe work practices.</li> <li>• Safe driving principles and practices.</li> <li>• Basic principles, practices and methods of handling or responding to hazardous spills. Principles and practices of supervision and training.</li> </ul>   |
| <b>Ability To</b>             | <ul style="list-style-type: none"> <li>• Understand and carry out oral and written instructions.</li> <li>• Lead multiple small crews or a large crew in performing assigned duties.</li> <li>• Operate a wide variety of light or heavy equipment.</li> <li>• Performs a variety of heavy manual tasks, occasionally under severe weather conditions.</li> <li>• Use and care for hand tools and related equipment.</li> <li>• Prepare reports and maintain records.</li> <li>• Read and interpret construction plans and specifications.</li> <li>• Supervise and train subordinates.</li> <li>• Work with various chemicals and/or materials.</li> <li>• Perform daily, weekly, monthly review of work orders and park and facility inspections.</li> <li>• Work with other work groups or departments as assigned.</li> <li>• Maintain effective relationships with public, co-workers and supervisors.</li> </ul>               |
| <b>Education</b>              | High school graduation or satisfactory equivalent.   |
| <b>Experience</b>             | Five years of experience maintenance field; buildings, equipment grounds or related fields.  |
| <b>Special Qualifications</b> |  |
| <b>Driver's License</b>       | Possession of a valid California Class C Driver License is required. Possession of a valid California A Driver License is not required, but desirable.   |
| <b>Certifications</b>         | Possession of a Playground Safety Inspector Certificate within twelve (12) months of hire.   |
| <b>Physical Demands</b>       | <ul style="list-style-type: none"> <li>• Working conditions in outside areas are subject to variations in temperature, and may include wind, rain and other elements.</li> <li>• Requires ability to work safely outdoors in all weather.</li> <li>• Stand, climb and walk for extended periods.</li> <li>• Work in confined spaces.</li> <li>• Work on slippery and uneven surfaces.</li> <li>• Manual dexterity sufficient to grasp, hold object/tools with full range of motion in wrists and arms.</li> <li>• Hearing sufficient to understand conversations, both in person and on the telephone.</li> <li>• Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.</li> <li>• Performing heavy physical labor including lifting of objects above 50 pounds with assistance.</li> <li>• Ability to drive a motor vehicle.</li> </ul> |
| <b>Probationary Period</b>    | Twelve(12) months  |