

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Supervising Parks and Open Space Worker	<b>Job Family:</b> 4
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 11

**Definition:** To provide lead supervision over assigned Parks and Open Space Workers; and under general supervision, performs a variety of patrol and related duties informing the public about City land and trail use regulations and etiquette to ensure safe and efficient access for the public and staff. Responds to requests and inquiries from the public and provides visitor information as necessary. Performs and assists with some unskilled and semiskilled maintenance work.

**Distinguishing Characteristics:** This is the advanced journey-level class within the Parks and Open Space Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit.

Receives immediate supervision from the Shoreline Manager. Exercises technical and functional supervision over Parks and Open Space Workers and hourly staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Provides lead supervision and training over assigned personnel; reviews work and controls quality of work; provides input into employee evaluations.
2. Assists in developing work plans, procedures, and schedules.
3. Patrols and monitors an assigned area to ensure safe and proper use of City lands and facilities, and deters crime and misuse of City lands and facilities by maintaining a highly visible presence.
4. Observes situations and reports suspicious criminal activity or hazardous conditions to proper authority.
5. Greets and engages the public and provides information, directions, and assistance in variety of situations.
6. Informs and educates public about City ordinances, codes, and regulations; issues verbal warnings.

7. Monitors use of barbecue areas to ensure compliance with barbecue reservation procedures.
8. Provides assistance at special functions and events.
9. Assists in the maintenance and repair of trails and open space such as performing and/or assisting with minor repairs, painting over graffiti, and removing debris and trash from the trails and roadways.
10. Completes incident reports, daily logs, and performs related recordkeeping duties.
11. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Organization, procedures, and operating details of the assignment; principles and practices of reviewing and evaluating others' work; techniques for providing a high level of customer services to the public and City staff; techniques for effectively dealing with a variety of groups and individuals; principles and practices of safe work and driving; pertinent departmental rules and procedures; common tools, equipment, and materials used in skilled and semiskilled maintenance.

Ability to: Assign and review the work of others; effectively communicate City ordinances, codes, and regulations; assist in the implementation of programs and events; use and operate a variety of tools and equipment related to unskilled and semiskilled maintenance; work independently in the absence of supervision; deal effectively with a variety of groups and individuals; communicate clearly and concisely, both orally and in writing; understand and carry out oral and written directions; prepare clear, accurate, and grammatically correct reports, records, and other written materials; establish and maintain effective work relationships with those contacted in the course of work.

**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Education equivalent to the completion of the 12th grade and three years increasingly responsible work experience performing duties equivalent to the

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Parks and Open Space Worker II in the City of Mountain View, including one year of supervisor or lead experience.

**Required Licenses or Certificates:** Possession of a valid California Class C Driver License.

**Working Conditions:** This position requires outdoor work. Required to work various hours, including evenings and weekends.

Established: July 2018

HRD/CLASS SPECS

Supervising Parks and Open Space Worker