

County of Santa Cruz

INVITES YOU TO APPLY FOR:



PARK MAINTENANCE SUPERVISOR

Supplemental Questionnaire Required

Open and Promotional

Job # 22-MF5-01

Salary: \$5,441 – 6,874 / Month

Closing Date: Friday, July 22, 2022

THE JOB: Under direction, plan, train, coordinate and evaluate the maintenance, repair and construction of facility landscaping and infrastructure of County parks and other government grounds; have the ability to perform small mechanical work and coordinate outside vendors to perform work for the department; perform a variety of administrative support functions using computers, internet, email and smart phones, and do other work as required.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

One year as a Park Maintenance Worker III.

OR

Three years performing park, landscaping, ground maintenance and repair work at a level comparable to the class of Park Maintenance Worker II.

Special Requirements: Possess and maintain a California Class C Driver License; possession of a valid California Class A Driver License is required for some positions. Alcohol and drug tests will be administered to all candidates prior to final selection for positions requiring Class A Driver License upon entry and to employees in positions requiring these licenses as mandated by Department of Transportation federal regulations. In addition, all candidates must provide specific employment history for up to the past ten years for all jobs they have held which required operation of a commercial motor vehicle. Possession of a Qualified Applicator Certificate Category B issued by the State of California Department of Pesticide Regulations is required within the first year of employment. Possession of a valid Certified Pool Operator certificate may be required for some positions.



Knowledge: Thorough knowledge of the cultivation and care of shrubs, trees, lawns and other plants commonly found in park settings. Working knowledge of the principles, practices and methods used in the construction, maintenance and repair of grounds, buildings, equipment, sprinkler systems and related facilities located on park and government grounds; principles and practices of supervision, including the scheduling, evaluating, coordinating and training of a subordinate workforce; proper use and care of vehicles and power and hand tools used in park maintenance and landscaping activities; safe work procedures; and appropriate pesticide use and safety practices.

Ability to: Plan, schedule, assign, direct, review and evaluate the work of subordinate crews; identify park maintenance and safety problems and arrange for solution; train subordinate personnel in the procedures of the work; maintain accurate records, prepare reports, make cost estimates, and assist in budget preparation; interpret plans, blueprints, specifications and written reports; perform a variety of skilled and semi-skilled tasks in the construction and maintenance of park facilities and equipment.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

PARKS MAINTENANCE SUPERVISOR – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience supervising others. Be specific about the number of staff supervised and your level of supervision, including staff development, performance evaluation, and discipline.
2. Describe your experience managing budgets. Please be specific about the methods you use, specifically as it relates to purchases and salaries.
3. Describe your experience in the following areas as it relates to construction projects:
 - a. Developing work specifications
 - b. Cost estimating/budgeting
 - c. Coordinating outside vendors
 - d. Project supervision
 - e. Mechanical work such as repairing buildings and equipment

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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