



SUPERVISING OPEN SPACE TECHNICIAN

Position Description

Under direction from the General Manager, supervises and participates in the construction, maintenance and repair of open space lands and facilities, responds to requests and inquiries from the public and provides visitor information as necessary, provides protection and enhancement of natural resources and does related work as required.

Typical Tasks

- Supervise, schedule and manage various construction and maintenance projects as necessary for the security of property, including the building of trails, fences and gates.
- Coordinate the activities of contractors involved in construction and maintenance projects undertaken on Authority lands.
- Supervise the use, care and operation of mechanical equipment such as chain saws, mowers, and similar equipment; perform routine maintenance and repair of assigned tools and equipment.
- Perform clean-up and routine maintenance on Authority lands, trails, roads, buildings and other facilities.
- Perform various construction functions as they relate to Authority lands, trails, roads, buildings and other facilities.
- May operate heavy equipment.
- Direct the work of volunteers.
- Train assigned employees in their areas of work including proper maintenance methods, procedures and techniques as applied to open space lands.
- Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- Ensure that work sites are safe and that designated employees are using equipment in a safe and effective manner.
- Develop safety-training programs and follow required standards developed and regulated by OSHA.
- Makes recommendations on personnel actions, budgetary needs and other administrative matters; maintains records and prepares reports; reviews and approves time cards.
- Support resource management efforts, participate in data collection projects as assigned and identify resource issues.
- Respond to public inquiries in a courteous manner; provide information and educate the public on proper use of Authority lands.
- Perform related duties and responsibilities as required.

Qualifications

Knowledge of

- Operational characteristics, services and activities of an open space land management program.
- Principles of supervision and training.
- Principles and practices of maintenance and construction on open space lands.
- Basic trade skills in plumbing, electrical and carpentry.
- Basic methods and techniques of resource protection and enhancement.
- Herbicides, insecticides and pesticides and Integrated Pest Management.
- Working knowledge of flora and fauna found in Santa Clara County.
- Authority lands and boundaries.
- Operational characteristics of maintenance equipment and tools.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to

- Select, supervise, train, organize and review the work of Open Space Technicians.
- Work independently in the absence of supervision.
- Read, understand and interpret maps.

Open Space Authority

Supervising Open Space Technician (continued)

- Provide assistance in emergency situations.
- Prioritize maintenance and construction tasks, determine material and supply needs and obtain resources as necessary to complete tasks.
- Anticipate future maintenance needs of assigned areas.
- Participate in various construction and maintenance tasks requiring carpentry, plumbing and electrical skills.
- Interpret and explain maintenance and construction principles and practices.
- Ensure adherence to established safety procedures and regulations.
- Safely operate and maintain hand and power tools, vehicles and heavy equipment.
- Prepare clear and concise reports.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in park maintenance, resource management or a related field.

Experience

Three years of experience at a level comparable to the lead worker or supervisory position performing duties related to the maintenance of open space lands or parks.

License or Certificate

- Possession of a valid Class C driver's license.
- Possession of a valid Class B driver's license is desirable.
- Possession of Basic First Aid and CPR certification.

Physical Demands & Working Environment

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Mainly outdoors, in varying extremes of weather and exposure to poison oak.

Mobility: Walking and/or working over rough, hilly, uneven or unpaved ground and with exposure to natural elements and to perform heavy physical work; strength to lift and carry or lift materials and equipment weighing up to 40 pounds.

Vision: Visual acuity to read computer screens and written documents.

Communication: Speaking, hearing and writing English to exchange information, communicate in person, over the phone and before groups.

Requirements

May be required to work non-regular hours and on weekends.

This is a non-exempt position