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## HILLSIDE WILDERNESS PRESERVE SUPERVISOR

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### **DEFINITION**

Under general direction, plans, organizes, develops, implements and supervises a variety of environmental educational programs and activities; coordinates volunteer programs; markets and rents facilities; implements Resource Management Plan.

### **SUPERVISION EXERCISED**

Supervises subordinate full and part-time staff and volunteers.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Supervises staff in the maintenance of trails, walks and parking areas and graffiti removal.

Supervises staff in the restoration and preservation of native plants, removal of invasive species; design, maintenance and installation of interpretive signs.

Develop and presents educational programs related to conversation and the environment; assists in developing educational literature, flyers and school activities books; create and maintain a variety of exhibits including live animal exhibits.

Implement and maintain the Resource Management Plan and modify as needed/necessary.

Coordinate activities with the school district, other city departments and organizations; provide information to the public.

Supervises and participates in outreach programs to encourage schools, non-profits, individuals and community groups to participate in educational tours.

Coordinate reservation of facilities, calculate rental fees, verify compliance with rental agreements and maintains related records.

Enforce park regulations and City ordinances; inspect and evaluate park facilities; develop and implement safety procedures.

Recruit and train volunteers to lead educational tours; maintain volunteer records and hours; develop and implement policies, procedures and manuals for volunteers; develop and implement volunteer recognition program.

Hire, train, schedule, supervise and evaluate full and part-time staff. Assist in budget development; monitor expenditures and implement budget efficiencies.

Issue citations as necessary.

Maintain records, order supplies and materials.

Research methods and means to improve efficiencies and operations.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Methods, techniques and equipment used in park, landscape and facilities maintenance and animal care.

Standard safety practices required in park, landscape and facilities maintenance and tours of same.

Supplies and equipment used in maintaining parks and animals.

Budget preparation and monitoring.

Techniques used in employee training, supervision and evaluation.

Record keeping and reporting.

### **ABILITY AND SKILL TO:**

Operate a variety of tools, equipment including power mowers, blowers, sweepers, edgers, hedge trimmers, clippers, chain saws, chippers and sprayers.

Operate office equipment including computers, copying machines and phone systems.

Develop educational materials, flyers and promotional information.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.



Recruit and train volunteers.

Prepare and monitor budget revenues and expenditures.

Train, supervise and evaluate subordinate personnel.

Communicate clearly both orally and in writing.

Ability to work weekends, holidays and special events.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

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

BA/BS in natural science, environmental education, botany, biology, resource/wildlife management or related field and two (2) years experience developing/implementing environmental education programs, working with volunteers and/or park operations.

### **LICENSE OR CERTIFICATE**

Must possess appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and light equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 90 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet



**Hillside Wilderness Preserve Supervisor Job Classification**

Updated August 2, 2017

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