



**CITY OF PORTLAND**  
invites applications for the position of:

# Parks Maintenance Supervisor (Maintenance Supervisor I - E/NE)

**SALARY:** \$65,811.00 - \$109,491.00 Annually

**OPENING DATE:** 05/31/21

**CLOSING DATE:** 06/14/21 11:59 PM

**THE POSITION:**



**About this position:** Portland Parks and Recreation (PP&R) is accepting applications to fill three (3) Park Maintenance Supervisor positions in the Lands Stewardship Division and one (1) Park Maintenance Supervisor in the Assets and Development Division (Professional Repair and Maintenance Services).

**About the Divisions:** The Lands Stewardship division of PP&R provides all facets of maintenance and management of developed parks, natural areas, and trails for Portland residents to play and connect to greenspaces through programs and facilities that promote physical, mental and social activity.

Professional Repair and Maintenance Services focuses on the maintenance and care of the built physical infrastructure throughout the park system.

**About the work of these positions:**

**Lands Swing Shift Park Maintenance Supervisor – One (1) position is currently open - Exempt**

This position is responsible for overseeing Parks staff that work a “swing-shift” schedule (Start times as late as 1PM, depending on season) across the bureau. There are currently 5 Full-Time positions, as well as up to 5 Seasonal Maintenance Workers that will report directly to this position. Current parks that are serviced by Swing-shift staff are Washington Park, the majority of Downtown Parks, and Gateway Discovery Park.

**Land Services Turf Maintenance Supervisor - Exempt**

The turf supervisor position is responsible for overseeing all turf maintenance activities throughout the entire city. The turf crew is responsible for mowing, renovating, aerating, fertilizing, and leaf removal for all turf areas within Portland parks. This position will supervise all turf maintenance technicians and two general mechanics that perform mechanical work on a variety of equipment.

**East Zone Parks Maintenance Supervisor - Exempt**

This position will oversee Lands Stewardship staff in East Portland and manage daily care and cleaning of up to 30 parks in East Portland. Zone supervisors and their staff are responsible for

day-to-day maintenance of assigned sites, as well as planning, scheduling, coordinating, and tracking of maintenance projects large and small.

### **Professional Repair and Maintenance Services Supervisor - Non-Exempt**

Supervisor will manage the Heavy Equipment Division which includes tall grass mowing, operation of Parks debris collection and mulching program, material delivery, excavation projects, deep can collection, light to medium civil projects, and developing a new maintenance program for pavement and pathways, manages a team of 7 to 10 staff.

#### **As a Parks Maintenance Supervisor, you will:**

- Recruit, hire, train, and mentor employees reflective of the diverse communities in Portland.
- Supervise a skilled team that includes full time employees and multiple seasonal employees.
- Provide day to day support and coordination for staff.
- Create, edit, and monitor crew's schedules and ensure accurate time entry.
- Answer questions and concerns from the public providing strong customer service and a solutions-oriented approach.
- Review and comment on proposed park improvements and development.
- Partner and resource with community organizations to increase access to nature for BIPOC communities.
- Contribute to the achievement of [PP&R's Five-Year Racial Equity Plan](#)
- Develop and manage the program budget of assigned portfolio.

#### **As a person, you are:**

- **Collaborative:** An outgoing professional who values partnership and develops and supports relationships to get things done.
- **Solutions Oriented:** Uses strong communication to work with a variety of internal and external stakeholders to create, implement, document solutions and problem solve.
- **Someone who Value Diversity, Equity, and Inclusion (DEI):** Embrace anti-racism through intentional partnership, self-awareness, and action, showing cultural humility, advocacy, and mindfulness. Use DEI concepts to guide and inform your work.
- **An Equitable Leader:** Experience leading and mentoring people and creating and maintaining an inclusive, respectful, and culturally responsive workplace.
- **Safety Conscious:** Incorporate safety into all your decisions.
- **Emotionally Intelligent:** Motivated, team-oriented, and empathetic.

**Although not required, you may have:** one or more of these desirable skills/degrees/experience.

- Degree in horticulture, or landscape management and design
- Degree in construction management, or construction technology/engineering, surveying.
- Degree in turf and irrigation design and management.
- Experience with recycling, composting, and re-use of materials.
- Experience with Public Works construction and maintenance.
- Fire risk reduction management.
- Experience providing maintenance supervision for a similar Parks program.
- Bilingual Spanish/English skills.

#### **About the Bureau:**

Portland Parks & Recreation (PP&R) is committed to the overall Citywide vision that race will have no detrimental effect on people of color, refugee, and immigrant communities in accessing our parks and natural areas, or from the benefit of our services. We recognize, understand, and encourage celebration of the differences that surround us. Diversity and equity are vital to PP&R's ideals and values. The City of Portland, Oregon is a growing and diverse city of 650,000 residents, nearly 20% of whom speak languages other than English at home. PP&R values a diverse workforce and seeks ways to promote equity and inclusion within the organization and with the public. ***PP&R encourages applications from candidates with knowledge, ability and experience working with a broad range of individuals and***

**communities with diverse racial, ethnic, and socio-economic backgrounds.** Although not required, PP&R encourages candidates that can fluently speak another language to include that information in their application materials. Multilingual candidates are encouraged to apply.

### **City of Portland Core Values:**

**Anti-racism | Communication | Collaboration | Equity | Transparency | Fiscal Responsibility**

These values guide our actions as we serve the community and engage our workforce. To learn more about the City's core values, please click [here](#).

### **Why work at the City of Portland?**

The City of Portland workforce serves a population of over 650,000. We are culture- and solutions-driven, viewing every challenge as an opportunity to learn, improve, and share our expertise. We are committed to removing systemic barriers to resources, access, and opportunity. The City is a believer in all people and continues to actively recruit and retain diverse top talent every day. We offer a [comprehensive benefits package](#), including but not limited to medical, dental, vision, basic life, short- and long-term disability coverage to eligible employees and their families. If you are open-minded, motivated, community-focused, and self-aware, please apply yourself at the City of Portland today.

The City of Portland also participates in the Oregon Public Employees Retirement System (PERS). For more information on the City of Portland's benefits please click [here](#).

### **Work Location**

Currently, many positions with the City of Portland are being performed remotely due to COVID-19. In the future, current positions classified as "full-time remote" could: 1) remain full-time remote, 2) become a remote/onsite mix, 3) revert to full-time at a city work location. As the situation evolves, the exact work location of the position in this recruitment may change based upon leadership direction and approval.

***The City is offering an optional information meeting for this recruitment. Please see the Additional Information section below for details.***

## **TO QUALIFY:**

***Applicants must provide details in their supplemental question responses and resume that demonstrate how their education, training and/or worked/lived experience, meets each of the following minimum qualifications:***

1. **Experience** providing parks maintenance and horticultural management **including** construction knowledge, code compliance, irrigation, pesticide application, and other applicable systems.
2. **Experience** with workload and project planning, project management, and short to long-term scheduling.
3. **Experience** supervising field employees from diverse racial and ethnic backgrounds including scheduling, training, motivation, and mentoring.
4. **Experience** applying safe working practices, training staff on safety and proper use of equipment, and ensuring staff follow city, state, and OSHA standards.
5. **Experience** working independently and collaboratively to problem solve and manage small to large projects while incorporating diversity, equity, and inclusion considerations.
6. **Experience** with budget and cost management/development, timekeeping, workload/staff planning and recordkeeping including the ability to use associated software and hardware.

**Applicants must also possess:**

- A valid state driver's license and an [acceptable driving record](#) at the time of appointment.
- Some positions may require you to obtain a Pesticide Applicator license **within 6-months of hire. For materials and study guide [click here](#).**
- Some position may require other licenses/certifications.

## THE RECRUITMENT PROCESS:

An evaluation of each applicant's training and experience, as demonstrated in their résumé and answers to the supplemental questions, weighted 100%. **Do not attach materials not requested.** Only candidates who meet the minimum qualifications will be placed on the equally ranked eligible list. You have 14 days from the notice of the examination results to let us know if you disagree with your results. Please read the City of Portland Administrative Rule 3.01 for complete information. **Additional evaluation may be required prior to establishment of the eligible list and/or final selection.**

**\*\* PLEASE NOTE: The eligible list generated from this recruitment may be used to fill future vacancies\*\***

### Recruitment Activity Schedule:

- Job Posting closes: 6/14/2021
- Applications Reviewed: 6/3/21- 6/18/21
- Eligible List / Notices Generated: week of 6/21/21
- 1st Round of Interviews: Early-July
- 2nd Round of Interviews (if needed): Mid-July
- Job Offer: Late-July

**\*Timeline is approximate and subject to change.**

### Applicant Instructions

Applicants **must** submit a professional resume and responses to the supplemental questions online, specifically focused on your qualifications for this position as identified in the "To Qualify" section of this announcement in accordance with the following Application Instructions:

- Your résumé and responses to the supplemental questions will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.
- Your responses to the supplemental questions should include details describing your education, training and/or experience, and where obtained which clearly reflects your qualifications for each of the numbered items in the "To Qualify" section of this announcement.
- Your resume should support the details described in your responses to the supplemental questions.
- If you are requesting Veteran's Preference, as identified below, please describe in your responses to the supplemental questions and resume any transferrable skills obtained during your military service and how they relate to each of the required minimum qualifications under the "To Qualify" section above.

Please note, all completed applications for this position must be submitted no later than **on the closing date and time of this recruitment. All applications must be submitted via the City's online application process. Do not attach materials not requested. E-mailed and/or faxed applications will not be accepted.**

## ADDITIONAL INFORMATION:

**Work Status:** Non-citizen applicants must be authorized to work in the United States at the time of application.

**Veterans' Preference:** If you are requesting Veterans' Preference, attach a copy of your DD214/DD215 and/or Veterans Administration letter stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veterans' Preference AND include a copy of your documentation for each recruitment to which you apply. *Veterans' Preference documentation must be submitted no later than the closing date and time of this recruitment.*

**ADA, Pregnancy, and Religious Accommodations:** If you identify as a person with a disability, are pregnant or nursing, or observe a religious practice(s), and would like to request a reasonable accommodation when applying for this job, please contact the Recruiter below for assistance.

**Equal Employment Opportunity:** It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply.

**Did you know?** The City of Portland offers How to Apply Classes that are free and review best practices for applying to the City. Follow the link for the most recent list of scheduled dates: <https://www.portland.gov/bhr/events>

#### **Contact Information**

Tamara Larison, Senior Recruiter  
Bureau of Human Resources  
Tamara.larison@portlandoregon.gov  
(503) 823-3523

### ***An Equal Opportunity / Affirmative Action Employer*** **OPTIONAL INFORMATION SESSION**

To assist you in understanding this position and the recruitment process, we will offer an Optional Information Session that will provide you with details about the position and about the application process. You are not required to attend to apply for this job. You are welcome to join us for the optional session below:

**Monday, June 7, 2021**

**4:30 PM Pacific Time (US and Canada)**

Join Zoom Meeting

<https://zoom.us/j/97755348588?pwd=MVh6OXdtYXR0WGNTFh2emlkWFc0Zz09>

Meeting ID: 977 5534 8588

Passcode: 210867

Find your local number: <https://zoom.us/u/axbWPvocd>

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.portlandoregon.gov/jobs>

1120 SW 5th Ave, 404  
Portland, OR 97204  
503-823-4757

Position #2021-00416  
PARKS MAINTENANCE SUPERVISOR (MAINTENANCE  
SUPERVISOR I - E/NE)

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## **Parks Maintenance Supervisor (Maintenance Supervisor I - E/NE) Supplemental Questionnaire**

- \* 1. **Thank you for your interest in joining the team at the City of Portland. We sincerely value your time and hope to make your application experience as positive as possible.**

The following supplemental questions are an important step to assist us in determining if you have the minimum qualifications to succeed in the posted vacancy.

**Write specific and unique responses to each question.** Answering "No", to any of the Yes/No questions or answering an essay questions with the following "See resume", or entering "N/A" for any of the minimum qualifications listed in the "To Qualify" section may eliminate you from further consideration.

**Note: If you are requesting veterans' preference, please be sure upload a copy of your DD214 and/or Veteran's administration letter stating your disability. Veteran's preference documentation must be submitted by the closing time of this announcement.**

**Have you read and understood all the information listed above?**

- Yes  
 No

- \* 2. Where did you first learn about this job opportunity? (If on a website or job board, please specify which one)
- \* 3. The City of Portland receives public records requests at times. Please indicate which response you find appropriate: (Answer will not disqualify you from the process)
- My application was submitted with the understanding that the City of Portland would keep the information confidential and would only disclose the information if ordered to do so. I would not have submitted this application without the promise of confidentiality.
- You may release my application; I am waiving confidentiality.
- \* 4. Do you have experience providing **parks maintenance and horticultural management** including construction knowledge, code compliance, irrigation, pesticide application and other applicable systems?
- Yes  
 No
- \* 5. Provide a **detailed example(s)** of providing parks maintenance and horticultural management including construction knowledge, code compliance, irrigation, pesticide application and other applicable systems.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability.
- What parks maintenance and/or horticultural management have you performed?
- What experience do you have with construction, code compliance, irrigation, pesticide application or other systems related to parks maintenance or horticulture?
- Experience you have with utilities, grading or paving. and
- Total years of experience applying the knowledge, skill, or ability.

- \* 6. Do you have experience with workload and project planning, project management, and short to long-term scheduling?
- Yes  
 No

- \* 7. Provide a **detailed example(s)** of with workload and project planning, project management, and short to long-term scheduling.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability.
- What workload or project planning tools have you used?
- What was your role?
- What to you consider in short and long-term scheduling?
- What did you learn from the experience? and
- Total years of experience applying the knowledge, skill, or ability.

- \* 8. Do you have experience supervising field employees from diverse racial and ethnic backgrounds including scheduling, training, motivation, and mentoring?

Yes

No

- \* 9. Provide a **detailed example(s)** of supervising field employees from diverse racial and ethnic backgrounds **including** scheduling, training, motivation, and mentoring.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill, or ability.
- What type of team did you supervise?
- What experience do you have with scheduling, training, motivation, and mentoring?
- What skills were needed?
- What did you learn from this experience? and
- Total years of experience applying the knowledge, skill, or ability.

- \* 10. Do you have experience applying safe working practices, training staff on safety and proper use of equipment, and ensuring staff follow city, state, and OSHA standards?

Yes

No

- \* 11. Provide a **detailed example(s)** of applying safe working practices, training staff on safety and proper use of equipment, and ensuring staff follow city, state, and OSHA standards.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability.
- Skills, training, or lived experience you have that will help you train staff on safety and proper use of equipment. and
- Total years of experience applying the knowledge, skill, or ability.

- \* 12. Do you have the experience working independently and collaboratively to problem solve and manage small to large projects while incorporating diversity, equity and inclusion considerations?

Yes

No

- \* 13. Provide a **detailed example(s)** of working independently and collaboratively to problem solve and manage small to large projects while incorporating diversity, equity and inclusion considerations.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge, skill, or ability.
- What types of small and large project have you managed?
- How have you been collaborative in solving a problem?
- When working independently how do you stay focused?
- What did you learn from the experience? and
- Total years of experience applying the knowledge, skill, or ability.

- \* 14. Do you have experience with budget and cost management/development, timekeeping, workload/staff planning and recordkeeping including the ability to use associated software and hardware?

- Yes  
 No

- \* 15. Provide a **detailed example(s)** of budget and cost management/development, timekeeping, workload/staff planning and recordkeeping including the ability to use associated software and hardware.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability.
- What size of budget or project did you manage, report on or monitor?
- What was your role?
- What budget, timekeeping and recordkeeping tools have you used?
- What did you learn from the experience? and
- Total years of experience applying the knowledge, skill, or ability.

- \* 16. **Please note the following question will not be considered during minimum qualifications. The information provided will be utilized after the eligible list is created.**

Please indicate which of the current positions you would like to be considered, you can apply for one, two, three or all four.

Then address the appropriate supplemental question for the position(s) you would like to be considered for if you meet the minimum qualification.

- Swing Shift Park Supervisor  
 Land Services Turf Maintenance Supervisor  
 East Zone Parks Maintenance Supervisor  
 Professional Repair and Maintenance Services Supervisor

- \* 17. If you are interested in being considered for the Land Services Turf Maintenance Supervisor position, explain what experience you have managing employees and turf on a large scale. **Describe your turf management experience in detail** for the following categories:

- Mowing.
- Fertilizing
- Pesticide Application
- Turf Renovation
- Leaf Removal

- Irrigation.

**If you do not have relevant experience or do not wish to be considered for this position, please type N/A.**

- \* 18. If you are interested in being considered for the Swing Shift Park Supervisor or East Zone Parks Maintenance Supervisor positions, explain what experience you have in the following:
- Swing-shift
  - managing maintenance and projects for many parks.

**If you do not have relevant experience, or do not wish to be considered for the Swing Shift Park Supervisor or East Zone Parks Maintenance Supervisor positions, please type N/A.**

- \* 19. If you are interested in being considered for the Professional Repair and Maintenance Services Supervisor, **explain in detail** what experience you have in the following:
- Operating of heavy equipment.
  - Managing a team that works on the construction or maintenance of civil/public works projects including grading, drainage, utilities, material delivery, asphalt paving or similar projects.
  - Project or staff scheduling.

**If you do not have relevant experience or do not wish to be considered for this position, please type N/A.**

- \* 20. **Please note the following question will not be considered during minimum qualifications. The information provided will be utilized after the eligible list is created.**

Although not required, please describe any experience you may have with the following:

- Degree in horticulture or landscape management and design.
- Degree in construction management, or construction technology/engineering, surveying.
- Degree in turf and irrigation design and management.
- Experience with recycling, composting, and re-use of materials.
- Experience with Public Works construction and maintenance.
- Fire risk reduction management.
- Experience providing maintenance supervision for a similar Parks program.
- Bilingual Spanish/English skills.

(Enter N/A, if you do not have relevant experience.)

- \* Required Question