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## SUPERVISING OPEN SPACE TECHNICIAN

### **DEFINITION**

Under general direction from the Field operations Manager, supervises, schedules, trains and oversees Open Space Technicians and Seasonal Open Space Technicians; participates in the more complex and difficult work of a crew responsible for providing construction, modification, maintenance, restoration, and repair of Authority land and facilities, including trail construction and maintenance, resource management tasks, and general building and field maintenance; sets priorities and directs the work of assigned staff on a day-to-day basis; uses and operates a variety of manual and power tools and equipment; patrols Authority land and enforces regulations; responds to requests and inquiries from the public and provides visitor information as necessary; provides technical assistance to the Field Operations Manager; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Field Operations Manager. Exercises general supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class responsible for planning, organizing, supervising, reviewing, and evaluating the work of field staff. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of assigned area. Incumbents are expected to independently perform the full range of land management duties as assigned as well as skill in coordinating work with that of other Authority departments and public agencies. This class is distinguished from the Field Operations Manager in that the latter has management responsibility for all of field operations and equipment maintenance.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff, including volunteers, performing patrol and regulation enforcement work, trail and road maintenance and construction, and providing visitor services to ensure safe and efficient access for the public and staff.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned area.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Plans, prioritizes, and manages construction and maintenance projects; evaluates project sites; determines and recommends equipment, materials, and staffing needs; reads and interprets technical

# **Santa Clara Valley Open Space Authority**

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## **Supervising Open Space Technician**

specifications and plans; recommends and implements changes; and ensures completion of the project on time and within budget.

- Develops, conducts, and revises the Field Training Program for newly hired field staff.
- Supervises, operates, and maintains a variety of vehicles, tools, and equipment, such as power saws, drills, brush cutters, mowing tractors, all-terrain vehicles, and various tools and heavy equipment required for patrol, construction, and maintenance duties.
- Develops safety-training programs that follow required standards developed and regulated by OSHA.
- Participates in annual budget preparation; prepares cost estimates; monitors and controls supplies and equipment; documents equipment procurement; participates in bid process for projects.
- Supervises and patrols an assigned area by vehicle or foot to ensure safe and proper use of Authority lands and facilities; monitors boundaries for encroachments; observes, reports and investigates hazardous conditions.
- Provides public relations and interpretive services, including meeting with neighborhood groups or concerned citizens; provides information, directions, and assistance to the public in a variety of situations; explains and preserves Authority history through various programs and projects; and makes presentations and provides tours of lands and facilities as requested.
- Supervises and performs construction, restoration, and maintenance duties such as trail and road maintenance and construction, carpentry and painting tasks, and general maintenance and custodial duties related to Authority lands, trails, roads, buildings and other facilities.
- Supervises and performs resource management tasks, including identifying, removing, and spraying non-native invasive plants; pest control, identifies habitat concerns and participates in data collection projects as assigned; provides information to resource management staff as needed.
- Supervises, coordinates, and responds to emergency medical incidents, search and rescue, and other emergency calls; notifies appropriate medical, law enforcement, and/or fire response agencies; provides traffic and crowd control.
- Communicates utilizing multi-frequency radio; obtains and transmits information in the field to other staff, dispatchers, and agencies.
- Coordinates assigned services, projects, and activities with other field supervisors, departments, and outside agencies.
- Provides staff assistance to the Field Operations Manager; prepares and presents regulatory and staff reports and other written materials.
- Supervises the preparation and maintenance of work logs, reports, records, and files; ensures the proper documentation of operations and activities.
- Attends meetings, conferences, workshops, and training sessions; stays current on status of new and pending regulatory legislation; recommends changes in order to comply with changes in legislation.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of maintenance, tools, and equipment for maintaining and repairing open spaces, parks, and related facilities.

# Santa Clara Valley Open Space Authority

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## Supervising Open Space Technician

- Principles and standard practices of several trades as they apply to construction, maintenance, and repair of open spaces, parks, and related structures, including carpentry, plumbing, welding, mechanical maintenance, electrical, painting, and irrigation work.
- Principles and practices of public agency budget development, contract administration, and general risk management related to functions of assigned area.
- Principles and practices of resource management, including ecosystem restoration, weed management, and habitat restoration.
- Advanced land navigation and various navigation tools.
- Basic methods and techniques of emergency response, Cardiopulmonary Resuscitation (CPR), and search and rescue.
- Principles, practices, and techniques of fire and firefighting, including Wildland firefighting, fire behavior, fire weather.
- Flora, fauna, cultural, and geological resources, specifically those found on Authority lands.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, computer equipment, and basic computer applications.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods and procedures.
- Principles and procedures of record keeping and reporting.
- Techniques for effectively representing the Authority in contacts with governmental agencies, community groups, and various business, professional, educational, and regulatory organizations.
- Safe driving rules and practices; on and off road.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff, in person and over the phone.

### **Ability to:**

- Select, supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, including volunteers.
- Assist in developing and implementing goals, objectives, practices, policies, and work standards.
- Understand, interpret, explain, apply, and enforce the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solution
- Apply safe and effective work techniques in a variety of situations, including the use and operation of hand tools, mechanical equipment, power tools, and light to heavy equipment; train others in proper and safe work procedures; perform routine equipment maintenance.
- Oversee and perform a variety of construction, modification, maintenance, and repair work with accuracy, speed, and minimal supervision.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

# Santa Clara Valley Open Space Authority

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## Supervising Open Space Technician

- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of operations programs and administrative activities.
- Perform various emergency medical aid, fire suppression, search and rescue, and other emergency response and prevention activities.
- Handle medical emergencies and injuries in a calm and effective manner, including providing first aid and CPR.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, including determining material and supply needs and obtaining resources; organize own work, set priorities, and meet critical time deadlines.
- Conduct effective negotiations and effectively represent the Authority and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Maintain accurate logs, records, and basic written reports of work performed.
- Understand, interpret, and successfully communicate oral and written instructions.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

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

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework in park maintenance, resource management, or a related field and five (5) years of experience in construction, maintenance, and/or repair of parks, open spaces, and/or related facilities.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License.
- Depending on assignment, possession of, or ability to obtain, a valid California Class A and/or Class B Driver's License and required endorsements within nine (9) months of employment.
- Possession of, or ability to obtain, Standard First Aid and Cardiopulmonary Resuscitation (CPR) certification within six (6) months of employment.
- Possession of, or ability to obtain, First Responder Certification.
- Possession of, or ability to obtain, Chainsaw Operator Certification.
- Possession of, or ability to obtain, 4 Wheel Drive and ATV Safety Certification.
- Depending on assignment, possession of, or ability to obtain, Qualified Applicator Certificate issued by the California Department of Pesticide Regulation.

# **Santa Clara Valley Open Space Authority**

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Supervising Open Space Technician

## **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various Authority sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift and carry materials and objects weighing up to 60 pounds and must possess the ability to push and pull objects weighing up to 100 pounds, with the use of proper equipment.

## **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and poison oak. May involve exposure to wild and/or dangerous animals. Employees may interact with staff and/or public and private representatives on sensitive matters and in interpreting and enforcing Authority policies and procedures.

## **WORKING CONDITIONS**

May be required to work evenings, weekends, and holidays. Must wear prescribed Authority uniform and adhere to strict safety procedures and work habits. Depending on the exposure, employee is required to wear head, hearing, eye, foot, face, hand, and full protection equipment.

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