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**Carlsbad, City of (CA)**

**Parks/Trees Supervisor**

**LOCATION** Carlsbad, CA

**JOB NUMBER** 07032025

**OPENING DATE** 07/03/2025

**SALARY** $3,125.50 - $4,288.38 Biweekly

$6,771.92 - $9,291.50 Monthly

$81,263.00 - $111,498.00 Annually

**JOB TYPE** Full-Time

**DEPARTMENT** Parks & Recreation

**CLOSING DATE** Continuous

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**The Position**

\*Open until filled with first review of applications Monday, August 4, 2025\*

**The City:** Carlsbad is conveniently located between L.A. and San Diego and features nearly seven miles of coastline, three lagoons, world-class resorts, well-planned neighborhoods and a diverse business community.  Covering nearly 40 square miles, the City of Carlsbad is currently home to about 115,000 residents. Thanks to an award-winning growth management plan, the city's infrastructure and services keep pace with development and promote an excellent quality of life. A full-service city, Carlsbad has its own police and fire services, a water district, parks and recreation, and library and cultural arts departments, in addition to standard administrative and public works functions.

**The Department:**The Carlsbad Parks & Recreation Department is nationally accredited (and one of only five agencies in the State of California) by the Commission for the Accreditation of Parks & Recreation Agencies (CAPRA). The department is the steward of approximately 450 acres of parkland, featuring community and historic parks, senior services, playgrounds, multigenerational facilities, aquatic centers, tennis courts, and multi-use fields. Nearly 40 percent of the city is dedicated open space, and the department maintains approximately 40 linear miles of recreational trails. The department is a leading provider of world-class projects, programs, and events that strengthen and build community connectivity.  The department has a robust Capital Improvement Program, which includes projects for parks' retrofits, infills, and new developments.  The Parks Superintendent will assume a lead role in retrofit projects and a support role in infill and new development project.

**You belong in Carlsbad:**The City of Carlsbad embraces and recognizes the vital relationship of an inclusive, engaged work environment and innovative excellence. An equitable and inclusive work climate comprises personal experiences, values, and views shaped from differences of culture and circumstance. Our organization appreciates belonging, creativity, recognition and retention of its employees and is committed to hiring and developing motivated, productive and talented employees who provide services and enhance our quality of life. We work to embrace open and equitable access to opportunities for learning and development as our responsibility and goal.

**The Position:** The Parks/Trees Supervisor, supervises the maintenance and enhancement of landscaped areas in public parks, open space, school fields, civic facilities, community gardens, medians, planters, street trees, trails, and beach accesses.

**Key Responsibilities**

Plan, organize and supervise subordinate personnel in the maintenance and enhancement of the above landscaped areas, including but not limited to:  mowing, trimming, weeding, and treating grass, ground covers, shrubs and trees, including the use of chemicals in the control or insects and diseases; planting and transplanting of grass, ground covers, shrubs, and trees; removing and replacing grass, ground covers, shrubs, and trees, as necessary.

Supervise the installation and repair of irrigation systems, recreation equipment, athletic facilities, synthetic turf, and other landscape features.

Select, train, and evaluate assigned personnel; monitor workflow; assign and prioritize work activities; and recommend methods and procedures.

Oversee the accuracy and maintenance of time, material and equipment use records; prepare job estimates and establish priorities for work crews.

Requisition supplies and materials and monitor inventories.

Recommend the purchase of equipment and assist in the development of specifications.

Receive, investigate and resolve complaints.

Check the above landscaped areas for needed maintenance and repair.

Inspect work sites before, during and after completion to assure work is completed in a satisfactory and thorough manner.

Collect data necessary to prepare division budget; monitor and approve expenditures within budget limits.

Ensure the accuracy and retention of various records, and prepare reports as required.

Ensure the adherence of safe work practices by maintenance and office staff.

Assist in the preparation of a variety of bid specifications and contract administration as necessary.

Coordinate field services and maintenance activities with other city departments, divisions and with outside agencies.

Perform other related duties as assigned.

**Qualifications**

**Knowledge of:**

* Modern methods, practices, materials, equipment, and tools used in the planting, cultivating, propagating, fertilizing, and trimming of grass, ground covers, shrubs, and trees.
* Grass, ground cover, shrub, and tree pests and diseases, and the methods of their control and eradication.
* Irrigation system installation, programming, trouble shooting and repair.
* Basic construction and repair methods, including carpentry, pipe fitting, painting, concrete, masonry and fencing.
* Applicable state and local codes and regulations related to assigned work.
* Occupational hazards and standard safety precautions necessary in the work.
* Principles of organization, administration, budget and personnel management.

**Ability to:**

* Supervise a landscape and civic facilities maintenance and operations program.
* Determine cost-effective ways for efficient and effective operation of a landscape and civic facilities maintenance program.
* Prepare reports and memorandums.
* Communicate clearly and concisely, both orally and in writing.
* Supervise, train and evaluate subordinates.
* Read and interpret construction plans and specifications.
* Establish and maintain cooperative relationships with those contacted in the course of work.
* Provide prompt, courteous and high level of customer service to residents, stakeholders and co-workers.

**Experience & Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.  A typical background would include:

Four years of increasingly responsible experience in parks, trees, or grounds maintenance, including two years in a supervisory capacity.

Specialized training in landscape and building construction, maintenance, and repair, supplemented by two years of college academic training involving horticulture, park management, and business administration.