



City of Whittier Maintenance and Project Supervisor

SALARY	\$6,700.00 - \$9,916.71 Monthly	LOCATION	Whittier, CA
JOB TYPE	Full-Time	JOB NUMBER	2025-61
DEPARTMENT	Finance	OPENING DATE	12/19/2025
CLOSING DATE	Continuous		

Description

Cover letter and Resume must be attached to your application*

The Puente Hills Habitat Preservation Authority (Habitat Authority) seeks one full-time Maintenance and Project Supervisor I or II. The Habitat Authority is a government park agency established for the purpose of acquiring, restoring and/or maintaining additional open space and native habitat in the Puente Hills area of Los Angeles County, CA. The Habitat Authority manages approximately 3,891 acres of preserved public open space. The City provides human resources support for the Habitat Authority. For more information visit www.habitatauthority.org.

Under the supervision of the Executive Director, the Maintenance and Project Supervisor will perform a variety of functions in support of the agency. This is an at-will position.

DEFINITION:

Under direction, directs, coordinates, and supervises the activities and operations of the maintenance and care of Habitat Authority trailheads, trails, defensible space zones, grounds, amenities and facilities; implements maintenance policies and procedures; develops and monitors the budget for assigned area; ensures quality of programs and safe work practices; maintains appropriate work records; outlines, assigns, and determines work projects; ensures safe work

practices; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Maintenance and Project Supervisor** is the supervisory level classification responsible for assisting with overseeing relevant contractors. The incumbent is responsible for assisting with planning and scheduling contractor assignments and monitoring work production. This class serves as supervisor for the maintenance and upkeep of Habitat Authority trailheads, trails, defensible space zones, grounds, amenities, related facilities and special projects. The incumbent provides ongoing monitoring of service delivery and manages several contracts. This classification is distinguished from the next higher classification of **Maintenance and Project Supervisor II** in that the latter has five years or more of full-time supervisorial or lead experience at level I more discretionary responsibility for the administration and management of trailheads, trails, defensible space zones, grounds, amenities, related facilities and special projects. This position is FLSA exempt and at-will.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Executive Director. Exercises direct and indirect supervision over assigned contractors or portions of assigned contractors' tasks.

Examples of Duties

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Supervises and inspects the work of contractors engaged in maintaining trailheads and trails, amenities, defensible space zones, grounds, and facilities; picks up trash and maintains park buildings and facilities; coordinates and provides liaison to contractors; monitors and directs contractors' work; inspects completed work.
- Oversees and coordinates with other Habitat Authority staff and contractors for the clearance of vegetation fuel for fire protection and defensible space. This includes taking before and after photos, and monitoring contract costs, methods, schedules and specifics.
- Performs day-to-day administration of grants or other funding sources, prepares required reports and ensure conformance with grant or other funding sources' requirements. Manages project budgets with funding from multiple sources keeping abreast of status and expense eligibility requirements.
- Maintains files, including authorization for expenses, project progress, contracts, budgets, contacts, Board actions and other items related to a project's development.
- Participates in the development and implementation of goals, objectives, policies, and procedures; evaluates work methods and procedures for improving performance and meeting goals; ensures that goals are achieved; forecasts the needs and resources of the Habitat Authority; assists in assessing current and long-range goals and objectives.

- Participates in the development of the agency budget; prepares staff reports; monitors contractors' budget; assists with overseeing and maintaining the inventory, maintenance, and operating condition of departmental tools, equipment, vehicles and supplies; requisitions and orders needed materials, parts, and equipment.
- Prepares and administers contracts for park services; prepares request for proposal specifications for contract services; and ensures that services are performed in compliance with contract provisions.
- Evaluates service needs, equipment, work methods, and operations, including park development/redevelopment; serves as project manager for various projects; evaluates maintenance procedures and services to determine effectiveness; recommends changes to increase effectiveness to meet Habitat Authority objectives.
- Evaluates and recommends work projects and activities; estimates time, materials, and equipment necessary for successful completion of work; identifies and reviews resource needs with appropriate management staff.
- Cooperate with and support other team members to accomplish projects and Habitat Authority goals.
- Establishes and maintains positive working relationships with Habitat Authority staff, volunteers, contractors, the public and collaborative partners such as cities, the county, non-profit organizations, and community groups.
- Attends scheduled co-worker team meetings as well as monthly Board of Directors and Advisory Committee meetings; stays current on issues related to the fields of trail management, fire safety, fuel clearance, and other related maintenance.
- Proper English usage, spelling, grammar, and punctuation to carry out assigned duties is required. Ability to speak Spanish is desired but not required.

OTHER DUTIES: *(include but are not limited to the following)*

- Represent the agency in public forums.
- Answers questions from the public and other agencies taking appropriate action.
- May be exposed to confidential and privileged information during the course of duties, which should be maintained as such.
- Performs other related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties.

Position also requires remaining stationary at a keyboard for extended periods of time and continuously operating a computer and other office productivity machinery and equipment, such as a telephone, camera, copy machine and printer. Additionally, position may occasionally be required to lift, carry, push, and pull materials and objects weighing up to 15 pounds. The incumbent may be exposed to fumes, dust, and air contaminants, and may be exposed to mechanical hazards. The nature of the work may also require the incumbent to climb ladders, drive motorized vehicles and heavy equipment, and often work with constant interruptions. Additionally, position may be required to work in inclement weather conditions and outdoors exposed to inherent elements found in nature.

The incumbent may be required to respond to after-hours emergency call-outs and perform routine standby duties. Position may also be required to work varied hours, which may include evening hours, weekends, and holidays. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Typical Qualifications

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Maintenance and Project Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible experience in managing contractors and budgets for trail or park maintenance work, having two years in a lead or supervisory capacity, having direct experiences in park maintenance, and the equivalent of graduation from a university or college.

License/Certificate:

Possession of a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Basic understanding of native plants, animals and ecosystems of Southern California. Knowledge of the parks and recreation field; Los Angeles County fire code regulations for defensible space; the CA Environmental Quality Act; effective verbal and written communication skills; practices, techniques, and methods of parks and facilities maintenance, repair and replacement; heavy equipment operations and repair; operational characteristics of specialized construction, landscaping, and maintenance tools and equipment; characteristics of irrigation systems, timers, and controls; principles and practices of project development and cost estimating; principles and practices of budget development and administration; methods and techniques of supervision, training and

motivation; applicable Federal, State and local laws, codes and regulations, basic principles of mathematics and record keeping; and occupational hazards and standard safety practices.

Ability to:

Supervise and direct the operations and activities of contractors; learn and understand local jurisdictional fire codes; plan, organize, and direct the work of contractors; safely operate a variety of tools and equipment used in maintenance and repair; estimate time and materials for completion of projects; manage construction, service and development contracts and ensure they are conducted in responsible and safe manners; respond to issues and concerns from the community; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of software applications, and email.

Employer

City of Whittier

Address

13230 Penn Street

Whittier, California, 90602

Phone

(562) 567-9830

Website

<http://agency.governmentjobs.com/whittier>