



City of Walnut Creek  
**Park Maintenance Supervisor**

<b>SALARY</b>	\$127,559.00 - \$153,880.00 Annually	<b>LOCATION</b>	Walnut Creek, CA
<b>JOB TYPE</b>	Regular	<b>JOB NUMBER</b>	26-32
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Parks
<b>OPENING DATE</b>	06/10/2026	<b>CLOSING DATE</b>	6/24/2026 5:00 PM Pacific
<b>BARGAINING UNIT</b> 300			

**Position Description**

The City of Walnut Creek is seeking one full-time Park Maintenance Supervisor to join the Park Services and Open Space Division of the Public Works Department.

**Salary:**

The current salary range for Park Maintenance Supervisor is \$127,559 to \$153,880 annually. Effective June 21, 2026, there will be a 5% increase to the annual salaries. The new salary range will be \$133,937 to 161,574.

**Closing Date:**

The closing date for this recruitment is **Wednesday, June 24, 2026, at 5:00 PM PST.**

**What's great about this opportunity:**

- Join a collaborative and forward-thinking organization that values innovation, professionalism, and employee development.
- Shape park operations, improvements, and the lasting quality of our park system.
- Lead and make a direct impact on Walnut Creek’s parks and public spaces which are considered regional destinations.
- Supervise a talented and dedicated team committed to high-quality service.
- Build a stable and rewarding municipal career supported by strong community support.

**About the City:**

Spanning 19.5 square miles, the community’s sprawling landscapes, warm weather, diverse dining options, and thriving shopping districts make Walnut Creek a suburban oasis with an urban flair. With a rare blend of 2,800 acres of open space, a vibrant downtown, a business park, premier healthcare facilities and a performing arts center, Walnut Creek offers something for everyone!

The City of Walnut Creek is committed to values of respect, integrity, excellence, teamwork, and creativity. CARE, the City’s robust award-winning employee engagement initiative, focuses on three key areas: providing career development opportunities; promoting connections among employees; and supporting employee health and wellness.

**About the Department and Division:**

The Public Works Department provides a wide variety of services that improve the quality of community life in Walnut Creek including: Engineering services, maintenance of parks and open space, public facilities and buildings, traffic signals, streets and drainage, vehicle and equipment, parking garages and meters as well as administering a Clean Water program.

The mission of the Public Works Department is to design, construct, operate and maintain public infrastructure efficiently and effectively to protect public safety and enhance the quality of community life.

The Parks and Open Space Division maintain public parks and open space lands in Walnut Creek, which includes inspection and management of playground equipment, turf and landscape maintenance, trail maintenance weed abatement, irrigation improvements, Integrated Pest Management, graffiti removal, tree management, median maintenance, homelessness response, and Open Space educational and environmental programs. It oversees more than 2,700 acres of open space, over 100 miles of hiking and equestrian trails, and 22 public parks. This division staffs 34 full-time employees (FTE).

**About the Position:**

Under direction from the Assistant Public Works Director the Park Maintenance Supervisor plans, supervises, and participates in the construction, maintenance, and repair of park grounds and facilities and landscaped areas; serves as a member of the Department's management team and participates in departmental policy development, administrative planning, problem resolution; and performs related work as required.

This position is responsible for supervising and coordinating work activities of park maintenance crews in the field. Employees may perform or assist subordinates in performing duties. A Park Maintenance Supervisor assists the Assistant Public Works Director in the planning and layout of jobs and selection of materials and work procedures.

**The Ideal Candidate Profile:**

- Motivated
- Works independently
- Builds strong teams and is comfortable with broad direction
- Strong background in customer service
- Takes initiative and ownership
- Strong written and verbal communicator
- Experienced in budget management and Excel

**Representative Duties**

- Assigns, directs, and participates in the work of crews engaged in the care and maintenance of park and recreation areas; determines equipment and material needs and submits requisitions and requests for same; receives inquiries and resolves complaints and concerns of a routine nature related to park maintenance.
- Supervises minor park construction projects; coordinates work of crews for the best utilization of manpower, materials, and equipment; examines work areas, assists in review of proposed projects and the determination of the best approach to accomplish program objectives; reviews work in progress and resolves work problems; inspects work upon completion; enforces safety regulations; trains park workers in the practices and procedures related to park maintenance and sprinkler installation.
- Inspects landscaped areas and determines the need for fertilization, pesticides, aeration, trimming, and related maintenance work; inspects playground equipment and park furniture for safety and appearance.
- Instructs subordinates in proper use of fertilizers, pesticides, tools, and related safety procedures; directs the preparation of sites and the planting, cultivating, weeding, fertilizing, spraying, irrigation, trimming, and removal of grass, trees, shrubs, plants and flowers, and the regular mowing of grass.
- Directs and participates in carrying out a program for the planting and maintenance of street trees; supervises the installation and maintenance of pipelines and sprinkler systems; operates light equipment as necessary.
- Assists in review of park designs and preparation of maintenance impact reports; makes recommendations regarding which projects should be contracted and which performed by City staff; assists the Assistant Public Works Director in the coordination of activities of the Park's Section with those of other Public Services work units, City departments, and contractors; coordinates routine, working aspects of City contracts, including regular

inspections of contractors' work; coordinates routine aspects of contracts with the City by those agencies for which the City provides landscape maintenance.

- Makes recommendations on personnel actions, budgetary needs, and other administrative matters; maintains records and prepares reports; reviews and approves timecards; and evaluates employee performance.

### **Knowledge, Skills, and Abilities:**

- Considerable knowledge of the procedures, materials, equipment, and safety hazards common to park maintenance work.
- Considerable knowledge of insecticides and pesticides and safe applications.
- Considerable knowledge of the principles and practices of supervision and the ability to plan, organize, supervise, review, and evaluate the work of assigned personnel.
- Working knowledge of grasses, shrubs, trees and ornamental plants, including the diseases and insects with which they may become infected.
- Skill in communicating effectively in English both orally and in writing.
- Skill in establishing and maintaining effective working relationships with others.
- Ability to plan, organize, and supervise the construction, maintenance, and repair of park grounds and related park facilities.
- Ability to train personnel on section activities, procedures, and practices.
- Ability to respond to emergency situations in an effective manner.
- Ability to allocate equipment, materials, and personnel in a cost-effective manner.
- Ability to read and interpret blueprints.
- Ability to deal effectively with the public on matters relating to use and maintenance of parks and playgrounds.
- Ability to prepare cost estimates for time, materials, and equipment.
- Ability to maintain records and prepare reports on materials, equipment, and personnel utilized in the park's operation.
- Ability to effectively utilize computer applications and technology related to the work.

### **Qualifications Guidelines**

Any equivalent combination of education, experience, and training that provides the knowledge, skills, and abilities is qualifying.

#### **Education:**

Graduation from high school or the equivalent. Completion of courses in supervision, grounds maintenance, and horticulture is desirable.

#### **Experience:**

A minimum of five (5) years of extensive experience in the construction, maintenance, and repair of parks or similar landscaped settings, including two years of supervisory or lead worker experience.

#### **Special Requirements:**

- Possession of, or ability to obtain prior to employment, a valid Class C California Driver's License and a good driving record.
- Possession of a State of California Qualified Applicator's Certificate (QAC).
- Possession of a State of California Agricultural Pest Control Adviser's License (PCA) is desirable.
- The employee may be called during off duty hours to report for work or coordinate work activities during emergency situations.

### **Supplemental Information**

The deadline to apply for this position is Wednesday June 24, 2026, at 5:00 PM PST.

To be considered for this opportunity, please visit <https://www.governmentjobs.com/careers/walnutcreek/>

Applicants possessing the MOST DESIRABLE qualifications will be invited to continue in the selection process, which will include an oral interview tentatively scheduled for the week of July 13, 2026. Department interviews are tentatively scheduled for the week of July 27, 2026. A practical examination may also be included in this recruitment process.

All applicants will be notified by email as to whether or not they are invited to participate further in the selection process.

Applicants considered for appointment to this position will be subject to California Department of Justice and FBI fingerprinting, a thorough background check (including contacting professional references), a Department of Motor Vehicle record check, a medical examination (including drug testing), and a credit check.

If special accommodation is necessary at any stage of the recruitment process, please provide the Human Resources Department with advance notice and every attempt will be made to consider your request.

As required by law, all public employees are designated as Disaster Service Workers. As such, all City of Walnut Creek employees may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.

Please see the class specification [here](#) for a complete description of this classification's representative duties; knowledge, skills and abilities; qualifications; working conditions; physical requirements; and for other details about this position.

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**Employer**

City of Walnut Creek

**Address**

1666 North Main Street

Walnut Creek, California, 94596

**Website**

<http://www.walnutcreekca.gov>

**Park Maintenance Supervisor Supplemental Questionnaire**

**\*QUESTION 1**

Please check your highest level of academic achievement.

- Some High School
- High School Graduate or Equivalent
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- PhD

**\*QUESTION 2**

Completion of courses in supervision, grounds maintenance, and horticulture is desirable. Please list any relevant courses (including dates) you have completed. If you do not have this experience, please write "N/A." Be sure to provide all the requested information in your answer so it can be properly evaluated. Writing see application or resume is not an acceptable response.

**\*QUESTION 3**

How many years of extensive experience do you have in the construction, maintenance, and repair of parks or similar landscaped settings?

- None
- Up to 1 year
- More than 1 year but less than 3 years
- More than 3 years but less than 5 years
- More than 5 years but less than 7 years
- 7+ years

**\*QUESTION 4**

If you indicated you have the experience in question #3 please describe when and where you obtained this experience, and provide details about your experience in the construction, maintenance, and repair of parks or similar landscaped settings. If you do not have this experience, write "N/A." Be sure to provide all the requested information in your answer so it can be properly evaluated. Writing see application or resume is not an acceptable response.

**\*QUESTION 5**

How many years of supervisory or lead worker experience do you have with parks or similar landscaped settings?

- None
- Up to 2 years
- More than 2 years but less than 4 years
- More than 4 years but less than 6 years
- 6+ years

**\*QUESTION 6**

During your employment in parks or comparable landscaped settings, how many full-time employees have you directly supervised at one time? Please answer based only on your work experience in the areas of parks or comparable landscaped settings. For example: do not answer based on your supervisory or lead experience in retail, warehouse, hospitality, office, or other environments unrelated to parks or comparable landscaped settings.

- None
- 1 employee
- 2-5 employees
- 6-10 employees
- 11+ employees

**\*QUESTION 7**

Do you possess any of the following? Please check all that apply.

- State of California Qualified Applicator's Certificate (QAC)
- California Qualified Applicator's License (QAL)

- State of California Agricultural Pest Control Adviser's License (PCA)

**\*QUESTION 8**

Do you have experience in the following areas? Please check all that apply.

- Irrigation Management
- Irrigation Repair
- Fertility Scheduling
- Fertility Programming
- Landscape Construction
- General Operation of Landscape Equipment
- Budget Management
- Ability to Identify and Improve Landscape Details

**\*QUESTION 9**

Please read carefully: The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. If selected, the information you have provided will be verified. If the information is not consistent, you may be disqualified from this recruitment process. I understand the above-mentioned statement.

- Yes
- No

\* Required Question