The Community

The City of Pleasanton has the well-deserved reputation of being one of Northern California’s premier communities in which to live, work, and raise a family. Pleasanton is a major suburb situated 45 minutes southeast of San Francisco in the Tri-Valley region of the Bay Area. In close proximity to two major highways (I-680 and I-580) and the BART system the City not only has its own thriving business community but also offers easy access to the major business markets of surrounding areas.

Pleasanton’s population of nearly 80,000 includes a highly educated and skilled workforce that has given the City the nickname of the “second Silicon Valley,” and it is home to the campuses of a variety of Fortune 500 and home-grown innovation firms including Clorox, Oracle, Roche Molecular Systems, Albertsons, and Workday. Business sectors in Pleasanton range from software and biotechnology to professional services, with many businesses located in the nationally recognized Hacienda Business Park (boasting 850 acres of versatile space and business infrastructure). The community also values and actively supports its preeminent school system, which ranks among the top 10 in California.

Residents of Pleasanton enjoy the City’s 1,200+ acres of surrounding parks, open space, and trails, which offer spectacular vistas and abundant recreational opportunities. Pleasanton is also home to the stunning Callippe Preserve Golf Course. There are also plenty of shopping opportunities throughout the City, from the very successful and diverse Stoneridge regional mall to Pleasanton’s historic downtown – a pedestrian friendly destination that includes the quintessential Main Street lined with unique boutiques and tempting restaurants. Community events throughout the year such as the free summer concert series, festivals and parades along Main Street, and weekly Farmers’ Market enliven the City, with many events gathering residents together under the Pleasanton arch.

The City’s appealing, family-oriented neighborhoods, well tended homes, and manicured parks and trails speak to the highly committed and involved citizens who contribute to Pleasanton’s strong community heritage. Pleasanton offers a small-town ambiance with a metropolitan edge, economic vibrancy, and all-around excellent quality of life.

The Department

The Operations Services Department strives to meet our residents needs while maintaining the City’s infrastructure and meeting the Department’s goal of providing high-quality essential services. The department is comprised of six divisions: Administration, Parks and Trails, Streets and Sign Shop, Support Services, Utilities and Environmental Services. There are 100 full-time and 20-30 part-time seasonal employees. The department’s responsibilities include building maintenance, fleet maintenance, environmental services, park and trail maintenance, the Callippe Preserve Golf Course, weed abatement, street maintenance, streetlights, street sweeping, traffic control, signs and markings, graffiti removal, tree maintenance and removal, water distribution, sewer collection, storm drainage system and utility billing.

Mission Statement:
The Operations Services Department provides high-quality essential services that improve and maintain public infrastructure to protect and enrich the lives of our residents.
The Position

Under limited direction, this management position directs, supervises, inspects and evaluates the work of subordinate personnel in the care and upkeep of parks, trails, landscaped areas, open spaces, facilities thereon, street trees, equipment and the City golf course. As necessary, performs complex duties associated with park, trail and landscape maintenance; performs related budget management work, capital project planning, and administration duties, as required. The position receives general supervision from the Director of Operations of Water Utilities and is a member of the department’s Management Team. Exercises direct supervisory responsibilities over Park Maintenance Supervisors, lead personnel, and indirect supervision over maintenance personnel. In general, the Park Maintenance Superintendent will:

• Supervise subordinate personnel, to include coordinating division workplans, assigning responsibilities, setting priorities, training, inspecting, evaluating, enforcing rules and regulations, and making recommendations on personnel actions.

• Develop and implement workplans, goals, objectives, policies, and procedures in areas of responsibility, including maintenance plans and long-range infrastructure improvement plans.

• Serve as the department liaison to the Parks & Recreation Commission.

• Write City Council and Commission reports, memos, and documents and makes oral presentations. Prepare and administer division budget, performs analysis, and prepares reports.

• Maintain records and prepare reports of work activities, order capital structures, materials, supplies and equipment.

• Prepare specifications, request for proposal and bids, and negotiate and administer services contracts, purchase agreements, and constructions contracts.

• Oversee and inspect work of private contractors and reviews project plans.

• Coordinate work with other field services functions, process public inquiries and complaints. Assist in review of park, trail and landscape engineering plans prior to final approval.

• Utilizes the department’s computerized maintenance management system data for planning, tracking, and managing performance standards.

• Serves as the department liaison to the City’s golf course operator for course maintenance, projects and equipment replacement.

The Ideal Candidate

The ideal candidate will possess knowledge of:

• All phases of turf and landscape maintenance, to include approved methods of planting and propagating turf, trees and shrubs.
• Irrigation system installation, operation and repair.
• Plant disease detection and control.
• Equipment operation and maintenance.
• Weed and insect detection and control methods.
• Basic supervisory practices and accepted safety practices.
• Budget and maintenance software programs.
• Integrated pest management programs and regulatory compliance.

Ability to:

• Prepare workplans and schedules.
• Schedule and assign work, set priorities, direct and evaluate subordinates, enforce rules and regulations.
• Prepare reports and maintain records.
• Meet and deal effectively with the public.
• Effectively communicate both orally and in writing.
• Instruct subordinate personnel in proper work methods.
• Establish and maintain effective working relationships with employees, other agencies and the public.
• Problem solve and make recommendations on best management and industry practices.

Education and experience:

Any combination of education and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. A typical way to accomplish this includes:

Degree from an accredited college or university and five years’ experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job including but not limited to all phases of turf, landscape, tree maintenance, and trail management, to include two years of supervisory experience.

License/Certificates:

• Possession of a valid California Driver’s License is required.
Compensation and Benefits

The Park Maintenance Superintendent Control Point is currently set at $144,612. Control Points are normally reviewed annually to ensure the City of Pleasanton remains competitive with similarly situated municipalities. The starting salary will be between 80% and 120% of the Control Point, depending on qualifications and experience. The City also offers an excellent benefits package, including:

Management Pay and Performance
This plan provides an opportunity for individuals to earn up to 20% above the control point for continued exceptional performance over time.

Medical Insurance
Choice of one of four comprehensive health plans (available only in specific geographic areas of Northern California).

Dental Insurance
City paid, including $2,000 maximum orthodontic benefit.

Life Insurance
Twice annual salary to maximum $100,000.

Long-Term/Short-Term Disability
60% of salary to maximum benefit of $10,000 monthly for LTD (employee paid).

Deferred Compensation Program
Two deferred compensation programs are available (401a and 457), allowing employees to maximize contributions to their retirement accounts on a pre-tax basis. Management employees are eligible to participate in both programs concurrently.

Bi-weekly, tax-deferred City contribution of 2.5% of base salary into a 457 plan - no required employee contribution.

Vacation Leave
First through fourth year accrued at 6.667 hours per month; fifth through ninth year accrues at 10 hours per month; and progressing with years of service.

Administrative Leave
Seven days per year, paid if not taken. City Manager may authorize an additional three days per year based on performance.

Tuition Reimbursement
Job related courses from accredited college or universities reimbursed at California State University East Bay current tuition rate.

Holidays
Eleven fixed holidays per year, plus seven floating holidays.

Paid Sick Leave
Twelve days per year.

Employee Assistance Program

Section 125 Flexible Benefit Program

CalPERS Retirement Plan

How to Apply

FILING DEADLINE: October 30, 2020 at 5 p.m.

Resumes will be screened according to the qualifications outlined within this brochure with the first review by November 6, 2020. The most qualified candidates will be invited to an oral board interview with the City. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists; references will be contacted only following candidate approval. Final interviews will be held with the Director of Operations and Water Utilities. Candidates will be advised of the status of the recruitment following selection of the position.

If you have any questions regarding this recruitment, please contact Jill Regynski at (925) 931-5058. If you have any specific questions about the City of Pleasanton, the Operations Services Department, or the Park Maintenance Superintendent responsibilities, please contact Kathleen Yurchak, Director of Operations and Water Utilities, at (925) 931-5506. If you are interested in this outstanding opportunity, please visit our website at www.cityofpleasantonca.gov to apply online.