

**Supervisor
Department of Public Works
Bureau of Parks**

Class Title: Supervisor of the Bureau of Parks

Class Definition: Working under the general guidance of the Director of Public Works and his/her assistant(s), this is a working supervisor position that is responsible for the management of City park facilities and trails as well as bureau employees.

Distinguishing Features of Work: Work involves the responsibility for planning and supervising the maintenance of the City's parks which includes areas such as playgrounds, city pools, and other outdoor facilities. Exercises general oversight of such functions as record-keeping, public relations, budgeting, bureau expenditures and necessary and required maintenance activities to ensure the aesthetic character and safe and efficient operation of the city's parks and playgrounds, pools and other outdoor facilities. Supervision is exercised over full and part-time parks employees. Routine and emergency projects are performed and completed in accordance with standard bureau practices. An employee in this class has the responsibility for the adequate timely completion of assignments from the Director. Work may have some disagreeable aspects, for example, when working under adverse climatic conditions. Must exercise independent judgment in determining priority and importance of projects and excellent supervisory skills to ensure that the projects are completed within the specific time constraints as well as being completed satisfactorily. A person in this position is responsible for recommendations in areas such as hiring, transfers, suspensions, promotions, discharges, assignments, and disciplinary actions which could be in the best interest of the City.

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.) This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Performs a variety of administrative, supervisory and skilled tasks in the maintenance and operation of buildings, grounds, parks, open spaces, and recreational structures. Supervises parks workers and temporary and/or part time employees as required. Manages and supervises the bureau to achieve goals within available resources; plans and organizes workload and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates bureau activities with other bureaus and agencies as needed. Makes presentations to supervisors, boards, commissions, civic groups and the general public. Communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility. Lays out daily work schedules and assigns tasks to appropriate individuals and crews and coordinates the completion of the same. Develops and maintains a park and open space maintenance management system. Develops park maintenance and operating procedures and methods within limits of departmental policies and procedures. Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards. Determines, calculates and secures the appropriate materials and supplies for all bureau projects. Inspects park and open space services provided by contractors or vendors for compliance with

performance standards and specifications. Improves work methods to accomplish assigned work. Assists in projecting needs for equipment, materials and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services. Assures that tools and equipment are properly maintained in proper working condition. Assigns, supervises and evaluates park maintenance workers and temporary employees. Prepares and maintains daily, monthly and annual reports and records. Oversees and coordinates athletic field maintenance and preparation. Coordinates usage and maintenance schedules of athletic fields and facilities. Oversees and assists in the mowing and maintenance of park and open space areas such as baseball and soccer fields, mows weeds; cleans and maintains tennis courts and nets; oversees and assists in the maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads. Oversees the seeding, fertilizing, top dressing, soil conditioning, watering, and pest and weed control of the City's parks and open spaces. Assists in the proper maintenance of park trees and plantings. Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed. Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park, recreation and special event use. Assists in the construction of new park facilities, including clearing, grading, drainage, and foundation work. Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a year round, city-wide parks program. Works under the broad policy guidance and direction of the Director of Public Works and coordinates activities with the Recreation Coordinator. Exercises administrative direction over support staff, part-time, and/or seasonal personnel. Assures that assigned areas of responsibility are performed within budget and performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints. Prepares a variety of studies, reports and related information for decision-making purposes. Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of bureau operations. Assures compliance with established policies and procedures.

Tools and Equipment Used: Pick up truck, dump truck, lawn and landscaping equipment, tractors, mowers, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc. Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move 50 or more pounds and occasionally lift in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet in the office and frequently moderately to extremely loud in the field.

Necessary Knowledge, Skills, and Abilities: Thorough knowledge of equipment and facilities required to manage a comprehensive parks and playground maintenance program; Extensive knowledge of the principles and practices for maintaining turfgrass, competitive fields of play, and playground and park facilities. Working knowledge of the principles and practices of office management, work organization and supervision. Working knowledge of equipment and supplies used in maintaining and repairing landscaping equipment such as mowers, tractors, and trimmers. Working knowledge of first aid and applicable safety precautions. Skill in operation of listed tools and equipment. Ability to coordinate, analyze, and utilize a variety of reports and records; Ability to communicate effectively, verbally and in writing; Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program; Ability to coordinate verbally and in writing. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public. Ability to be on-call and available for overtime and/or weekend assignments is required.

Qualifications Required for Appointment: Graduation from high school or GED equivalent plus a minimum of seven years of experience in parks maintenance and landscaping activities. Experience and thorough knowledge of turfgrass management and maintaining fields of play is preferred. Progressive management experience and demonstrated ability to manage subordinates is strongly preferred. Successful candidate may at any point after being hired be required to obtain certifications including but not limited to Certified Pool Operator, Certified Playground Safety Inspector, and Class B CDL License. Successful Candidate must have excellent organizational skills and be able to help develop and manage a comprehensive parks and recreation management program. Valid state driver's license is required.

Work Schedule: Per established departmental policy.