PARKS SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

To assign, review supervise, and participate in the work of an assigned crew responsible for the maintenance, repair, construction or installation of City parks, grounds, trees, rights-of-way and landscaped areas; to assist in planning, scheduling and completing special projects; to ensure work quality and adherence to established policies and procedures; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Parks and Recreation.

Exercises technical and functional supervision over lower level staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Plan, lead, assign, supervise, review and participate in the work of an assigned crew responsible for the maintenance, repair, construction or installation of City parks, grounds, trees, rights of way and landscaped areas.

2. Establish schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

3. Assist in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.

4. Assist in implementation of goals and objectives; implement approved policies and procedures.

5. Assist in the development of the annual budget for assigned services; participate in the forecast of funds needed for equipment, materials and supplies.

6. Perform the more technical and complex tasks of the work unit including participating in long term planning, reviewing parks projects, writing bid specifications, making recommendations for selection of contractors, and overseeing the work of contracted maintenance services.

7. Assist in the recruitment of new staff; train assigned employees in their areas of work including proper maintenance, construction and repair methods, procedures and techniques within the assigned area; conduct annual performance appraisals.

8. Supervise the use, care and operation of construction and maintenance tools and equipment including riding mowers, small tractors, rototillers, sprayers, edgers, blowers, hedge trimmers, weedeaters, chippers, chain saws and other related equipment.

9. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
10. Interpret plans and specifications in order to lay out and schedule field work; oversee the work of field crews; verify that projects are completed as specified.

11. Schedule, organize, oversee and participate in the maintenance, repair or construction of municipal parks and grounds including athletic fields, park buildings, playground equipment and irrigation systems; mow, fertilize and chemically treat assigned areas; apply pesticides and herbicides as necessary; prune shrubs and trees.

12. Schedule, inspect and oversee the City’s Street Tree Trimming Programs.

13. Ensure adherence to safe work practices and procedures.

14. Maintain inventory of equipment and supplies required for assigned maintenance projects; estimate time, materials and equipment required for assigned jobs; requisition materials as required.

15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

16. Assist in City-wide interdepartmental activities.

17. Attend and participate in professional group meetings; stay abreast of new changes, current practices and developments in the field of parks and recreation.

18. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:
- Operations, services and activities of a park maintenance program including landscape, and street tree maintenance.
- Principles of lead supervision, training and performance evaluation.
- Principles and practices of herbicide and pesticide application.
- Modern and complex principles and practices of park landscaping and maintenance.
- Methods, materials and techniques utilized in park maintenance and related facility repair.
- Modern office equipment including computers and supporting word processing, spreadsheet, and email applications.
- Horticultural practices and principles.
- Methods and techniques of identifying trees and plant species.
- Principles and practices of report preparation.
- Methods and techniques of installing, maintaining and repairing modern irrigation systems.
- Methods and techniques of carpentry, plumbing and painting.
- Operational characteristics of tools and equipment associated with park landscape and facility maintenance and repair.
- Methods and techniques of preparation of project budgets.
- Occupational hazards and standard safety practices.
- Principles and practices of City purchasing and contract procedures.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:
- Plan, organize, direct and review the work of lower level staff.
- Train and evaluate staff.
Oversee operations and services of a park maintenance program.
Read and interpret plans and specifications.
Oversee street tree maintenance programs.
Assist in the preparation and administration of program budget.
Prepare and apply herbicides and pesticides in a safe manner.
Oversee contracted services and ensure compliance with contract specifications and obligations.
Analyze complex landscaping problems and recommend solutions.
Participate in park planning, design and implementation projects.
Interpret, explain and enforce department policies and procedures.
Work independently in the absence of supervision.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in horticulture or a related field.

**Experience:**

Three years of increasingly responsible experience in parks maintenance or construction, including one year of lead supervisory responsibility.

**License or Certificate**

Possession of an appropriate, valid driver’s license. Possession of, or ability to obtain within a year of appointment, Public Pesticide Applicator’s license and Playground Inspector certification.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals.

**Mobility:** Incumbents require sufficient mobility for heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles.

**Vision:** Visual acuity to read printed documents and operate vehicles and equipment.