

Parks Field Supervisor



DEPARTMENT: Administration
DIVISION: Parks and Recreation
SUPERVISOR: Parks and Recreation Manager
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Oversees and participates in the maintenance of City parks facilities, open spaces, and associated buildings and grounds. Provides field supervision over assigned parks maintenance workers. Provides support to other City departments as required.

SUPERVISION RECEIVED

Works under the direct supervision of the Parks and Recreation Manager who outlines general goals and objectives, confers on policy matters, and evaluates performance and effectiveness.

SUPERVISION EXERCISED

Provides daily field (job site) supervision of parks maintenance crews to ensure that work assignments are completed and proper safety procedures are followed. Supervises community service and temporary employees as required and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Assists Parks and Recreation Manager in planning, scheduling, and implementing construction activity and maintenance work in over 160 acres of City parks facilities, open spaces and associated buildings and grounds.
- Maintains records of work activities and assists Parks and Recreation Manager in budgeting, record keeping and reporting administration.
- Oversees and supervises construction and maintenance activities and ensures adherence to acceptable standards and requirements.
- Ensures safety of all assigned personnel and assists or provides training to assigned crew members and community service or volunteer workers.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and the Parks and Recreation Manager.
- Operates the City's maintenance barge for various assignments to Sand Island facility.
- Responsible for ensuring that the various City parks, open spaces, and buildings and grounds are properly maintained by participating in and supervising personnel in the following:
 - Mowing turf areas and athletic fields;
 - Removing weeds and clearing brush;
 - Planting lawns, trees, shrubs, and flowers;

- Applying fertilizers and herbicides;
- Trimming and removing trees;
- Cleaning, repairing and maintaining restroom facilities;
- Collecting and disposing of solid waste and litter;
- Installing, repairing and operating sprinkler systems;
- Cleaning and maintaining tennis courts and nets;
- Installing goalposts, nets and other athletic facility equipment and preparing athletic fields for events;
- Setting up and taking down equipment for park and recreation events;
- Sweeping, washing, painting, and repairing park tables and slabs;
- Operating trucks, tractors, mowers, turf care equipment, chippers, chainsaws, steam cleaners, buffers, washers, and other power equipment; and
- Painting, plumbing, carpentry, and other semiskilled trades work tasks
- Assists in the construction of new and expanded City parks facilities, including clearing, grading, drainage, and foundation work.
- Other duties as required.

PERIPHERAL DUTIES

- Serves on various employee or other committees as assigned.
- Attendance at Parks and Trails Commission meetings as requested.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school or GED equivalent; and
- b. Four years experience in repair and maintenance work, or
- c. Any equivalent combination of relevant education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Working knowledge of equipment, materials, supplies, methods, and procedures used in building and parks maintenance, construction and repair activities;
- b. Skill in the operation of listed tools and equipment;
- c. Ability to perform and complete daily scheduled activities; ability to lift heavy objects perform heavy manual tasks, and walk and stand for long periods, at times under adverse field conditions; ability to work safely; ability to communicate effectively both orally and in writing; ability to understand, follow, and carry out written and oral instructions; and ability to establish and maintain effective working relationships with employees, supervisors, other departments, and the public.

SPECIAL REQUIREMENTS

- Valid state driver's license;
- Commercial Driver's License (CDL) Endorsement or ability to obtain one; and
- First Aid and CPR Certificate.

DESIRED QUALIFICATIONS

- Herbicide applicator's license.

TOOLS AND EQUIPMENT USED

Pickup truck; lawn and landscaping equipment including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; common hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

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

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 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 regularly 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, 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 loud.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The 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.

I acknowledge that I have received a copy of the **Parks Field Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Parks Field Supervisor

Date

Print Name: _____

Parks and Recreation Manager

Date