



**Position:** Parks Maintenance Supervisor

**Unit:** Non-Union

**Department:** Public Works (Parks & Open Space Maintenance Division)

**FLSA Status:** Exempt

### **Summary Description**

Performs management and supervisory responsibilities in the construction and maintenance of City parks, recreation facilities, playgrounds, athletic fields, bike trails, median strips, sidewalks, buildings and grounds, vehicles and equipment.

### **Supervision/Accountability**

This position is accountable directly to the Public Works Director; and has supervisory duties over temporary and seasonal employees.

### **Major Duties/Essential Functions**

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments. Assumes overall responsibility for the successful completion of all parks related functions. Determines work procedures and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Instructs subordinates in the building of parks facilities, determine supplies needed for task completion and obtaining quotes and contacting approved suppliers. Inspects work group tasks to achieve compliance with specifications and guidelines; proper use of safety devices and practices; and satisfactory job completion and cleanup.

Instructs subordinate personnel in established safety standards and programs to provide the safety, health and well-being of employees, participants, spectators and citizens. Provides training of subordinates in proper operation of vehicles, equipment and power tools needed to perform assigned tasks.

Assures that assigned areas of responsibility are performed within budget; prepares, and submits annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Inspects park division grounds and facilities to detect problems and identify the need for repair or maintenance; prepares a priority work schedule.

Determines, calculates and secures the appropriate materials and supplies for a specific project. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.

Inspects park and open space services provided by contractors or vendors for compliance with performance standards.

Removes snow surrounding various municipal buildings, parking lots, sidewalks, pathways and park areas.

Coordinates maintenance and regular servicing of vehicles and equipment used for operations; responsible for use, maintenance and inventory of parks vehicles, equipment and tools; maintains record of use, repairs, loss and replacements; recommends to Director replacements or additions as needed.

Performs administrative functions such as keeping records, submitting bills, payrolls and preparing reports. Maintains a variety of logs and records related to employees, work assignments and inspection activities; prepares and posts pay estimates as required.

Promotes favorable and courteous relations between the park personnel and the public; promotes good morale of park employees; maintains good relations with other City employees and departments. Responds to public inquiries; provides information within scope of knowledge and position.

Prepares annually one (1) realistic, achievable objective that will improve the operation of the division.

#### **Minor Duties/Responsibilities**

Required to perform Park Maintenance Technician duties when needed.

Provides City Forestry program with available personnel, vehicles and equipment with regard to street tree and park tree trimming, removal, planting and other tree care.

Oversees Division employees and evaluates work performance of subordinates; prepares performance evaluations and effectively recommends termination, suspension and other disciplinary matters of subordinates.

Recommends employment to Director for job openings for seasonal and part-time park jobs. Updates file of discipline cases, work performance and evaluation of each employee. Responsible for maintaining an appropriately trained and skilled workforce consistent with the workload and planned needs of the Division.

Confers with Director, presenting and resolving routine problems.

Assists Director with the budgetary process for the Division making projections for expenditures and revenues based on current figures and anticipated needs.

Assists Director in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Attends professional training courses, meetings and conferences to keep abreast of current trends in the field; trains subordinate personnel in the areas of new techniques and other special skills.

Confers with citizens on problems, concerns, and accidents presenting and resolving routine situations.

Opens and closes, locks and unlocks City facilities as needed.

Performs other related duties as assigned.

### **Knowledge**

Knowledge of parks operations and maintenance in order to coordinate park maintenance and construction activities and projects. Considerable skill in reading and interpreting park development drawings, plans and specifications. Some knowledge of methods, materials, equipment and tools used in the repair and maintenance of a variety of automotive and mechanical equipment; operating principles of equipment and gasoline and diesel engines; basic mathematical and writing skills; principles and practices of supervision including assigning, evaluating, and modification of work; knowledge of payroll/personnel practices including, overtime, holiday, sick and vacation requirements, grievance and disciplinary procedures; duty and non-duty injury requirements; knowledge of City geography including parks and City right-of-way. Knowledge of occupational hazards and standard safety precautions necessary in the work. Knowledge of policies and procedures established for the department. Understands management and labor relations and the statutory provisions governing municipal labor relations. Thorough knowledge of methods, practices and techniques used in the construction, maintenance and operation of the Division. Thorough knowledge of equipment, machinery, tools and materials utilized in construction, maintenance and repair.

### **Skill/Ability**

The ability to accept responsibility, to make decisions and to effectively prioritize work. Interpersonal communications, verbal and written, with a diverse range of people, including the proper handling of emotional situations; ability to establish and maintain cooperative relationships with employees and citizens contacted in the course of work. Ability to effectively use time and resources to accomplish activities; supervising others and maintaining effective relations with those encountered in the course of work. Ability to effectively handle a variety of moderately difficult situations and problems. Ability to ensure and follow standard safety practices and procedures. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to read engineering plans and specifications, manuals, ordinances and regulations and interpret blueprints of parks and City right-of-way locations and other documented resources necessary for locating, maintaining, and repairing City recreational facilities. Skill in operating the appropriate and necessary tools and equipment. Skill in applying material testing procedures. Ability to prepare, organize and maintain field and office data, reports and systems. Ability to perform required mathematical computations. Ability to work independently with only occasional review of work performance or records. Ability to use computer network to process,

access, retrieve or input information using Windows, word processing and spreadsheet software or other standardized software common to the work unit or as assigned.

### **Education/Experience**

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be the possession of a high school diploma or G.E.D., and sufficient experience would necessitate approximately five (5) or more years of employment in municipal park maintenance operation activities or related positions; demonstrated leadership ability with groups of employees of similar numbers.

### **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.

Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public recreation facilities. Hand-eye coordination is necessary to operate construction equipment. While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is continuously required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 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.

### **License/Certifications**

Must possess a valid Wisconsin Motor vehicle operator's license. Candidate will be required to obtain a Class B Commercial Drivers License (CDL) including any endorsements required to perform individual job tasks within the time limits of the introductory period. Loss of license may be cause for demotion or termination.

***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.***

Approved By:   
City Administrator

Reviewed By:   
HR Manager

Reviewed By: \_\_\_\_\_  
Public Works Manager

**Revision History:**

April 1, 2020

January 26, 2012