**JOB INFORMATION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Parks Maintenance Supervisor</th>
<th>Civil Service:</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Parks &amp; Recreation Department</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Parks &amp; Recreation Director</td>
<td>Pay Grade:</td>
<td>NB Payscale</td>
</tr>
<tr>
<td>Location:</td>
<td>Thomas Park</td>
<td>Overtime Status:</td>
<td>Paid Overtime</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>11/2017</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
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**JOB SUMMARY**

*Provide a brief description as to the primary purpose of this job (no more than three to five sentences)*:

Under general policy direction from the City Manager, the Community Development Director oversees the Planning & Development and Building Departments. This position coordinates, organizes, directs and integrates the City’s planning and building programs and services; and performs related work as assigned. Extensive leeway is granted for the exercise of independent judgment and initiative.

**ESSENTIAL JOB DUTIES/WORK PERFORMED**

*List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:*

- Supervises and performs work related to all phases of parks maintenance, repair, and construction. Plans, coordinates, and supervises the field work and projects through field inspections and review of reports prepared and conferences with subordinates.
- Assigns and directs work, evaluates and reviews employee’s performance as required, makes recommendations regarding personnel change, disciplines in accordance with city policies and procedures.
- Supervises and assists with maintenance, mowing, cleaning of cemetery grounds.
- Help supervise and assists in the propagation, planting and transplanting of tree, shrubs, and flowers in the city.
- Assist with mowing, aeration, fertilization and weed control of turf areas in the park system.
- Supervise and assist with start up and close down procedures of the city swimming pool.
- Responsible for repair, maintenance and use of all vehicles, equipment, tools necessary to perform the need tasks within the division.
- Supervises and performs custodial maintenance of park properties, inspects park facilities to insure proper care and maintenance.
- Coordinates and supervises maintenance crews for parks, cemetery, and recreation areas.
- Assists the Operations Manager in preliminary budget estimates and participates in the budgeting process, assists in budgetary control for the maintenance area.
- Assist the Operations Manager in specification preparation for the purchase of park equipment and supplies.
- Supervise sports field and facility maintenance, grooming and mowing practices, measurement and layout of fields and painting.
- Supervise construction and inspections of playground equipment.
- Ability to plan, direct coordinate and control the activities of subordinates.
- Assists in the establishment and monitoring of department goals and performance criteria.
- Evaluates department performance and oversee performance of personnel.
- Responsible for first step grievances and employee discipline in accordance with departmental policies.
- Monitors leave utilization and staffing requirements and revises employee’s requests for accuracy and department needs.
- Ability to prepare material and labor cost estimates and clear and concise written reports.
- Oversees the department’s safety programs and the proper uses of safety equipment including personal protection equipment.
- Monitors the proper use of safety equipment used by department personnel.
- Assists with safety training of department employees.
• Available for emergency and unscheduled work assignments and direct employees to arrange for their completion.
• Performs tasks of subordinate personnel when necessary.

REQUIRED KNOWLEDGE AND SKILLS
List key dimensions (measurements for success) for this position:

• Knowledge of the city park system.
• Knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Parks and Recreation Department along with the ability to supervise the effective use of such equipment.
• Knowledge of the operation and repair of equipment used by the Parks Maintenance Department. Including dump trucks, pickups, mowers, tractors, skid loaders, snowplows, diamond groomers, and other related equipment.
• Knowledge of the ordinances, rules and policies related to the Marion parks system.
• Ability to help establish goals and effective methods to reach them.
• Knowledge of OSHA regulations, city safety policies and the necessary safety precautions to assure safety of all employees.
• Knowledge of Standard Consumer Safety Performance Specifications for Playground Equipment for Public Use
• Ability to prepare clear and concise oral and written reports.
• Ability to plan, direct, coordinate and controls the activities of subordinate personnel.
• Ability to establish and maintain effective working relationships with fellow employees, other departments, contractors and the general public.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES
List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

• Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unleveled grades and heavy vegetated areas for the purpose of site review and maintenance work inspection.
• Ability to work at heights of 40 feet and occasionally in adverse weather conditions.
• Ability to lift and carry up to 50 pounds.
• Ability to work long hours outdoors occasionally under adverse weather conditions.
• Ability to perform a variety of physical labor activities as needed using a variety of hand and power tools, stooping, bending and climbing.
• Ability to read, speak, write and understand English to communicate effectively with fellow employees, contractors and the general public by telephones, two-way radios, written form and face to face.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
• Attends work regularly at the designated place and time.

QUALIFICATIONS
List the minimum requirements to be considered for this position:

• High school diploma.
• Three (3) years experience involved with the methods, practices, techniques, equipment, tools and supplies used in the construction of and the maintenance of playgrounds, swimming pools, sports complexes, sports turf, park grounds, cemeteries, pavilions, restrooms with experience in supervision capabilities and administrative duties.
• Must possess a valid Class B Commercial Drivers License (CDL) with Endorsements N for bulk tank vehicles and Restriction L for vehicles with air brakes, within sixty days of date of hire

WORKING CONDITIONS
List working conditions for this position:

• Works in an office environment, but often works outdoors, may require work in extreme weather conditions
• Works a standard work week, must attend council work sessions and meetings outside of the standard work week.
• May be required to work some overtime upon demand of workload

**REQUIRED BACKGROUND CHECKS**

*List working conditions for this position:*

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical