

Parks Maintenance Field Operations Supervisor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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JOB SUMMARY

To supervise, assign, review, and participate in the work of multiple crews and crew leaders responsible for park and ground maintenance and repairs, including fertilization, artificial synthetic turf system maintenance, athletic field maintenance, sports field lining, and repairs, sports complex safety operational management, irrigation systems, sports lighting, lightning protection, playground, and renovations/maintenance. Under the direction of the Public Works Director, highly responsible managerial, and technical work in supervising the daily operations and activities of a wide range of construction, maintenance, and renovation projects in the landscape, grounds, and or building maintenance divisions.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plan, prioritize, supervise, and coordinate the work of multiple crews responsible for the daily operations of the city park recreational facilities.
- Supervise and oversee crews in the installation and repair of storm drainpipes, structures, and facilities; interpret and execute plans and contract documents; ensure compliance with applicable policies, standards, and regulations.
- Prepare various cost estimates and reports on operations and activities.
- Be on-site to supervise and oversee crews during weather events for 24-hour coverage as needed by shift work (i.e., hurricane clearing/debris removal).
- Answer questions and provide information to the public concerning the division's operations, activities, policies, and procedures; investigate complaints and take corrective action.
- Provide staff support to the Public Works Department, including assisting crew staff on difficult or complex assignments.
- Develop and carry out process/management improvement strategies for the Division, utilize computerized work order system.
- Review work orders and prepare daily schedules and staff assignments. Spot-check staff assignments and provide supervisory leadership.
- Review time cards for accuracy, maintain records of employee attendance, and forward them to the appropriate department.
- Review the work plan for assigned responsibilities; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures.

- Provide and coordinate staff training; evaluate employee performance; work with employees to correct deficiencies; implement disciplinary procedures.
- Ensure adherence to safe work practices and procedures.
- Identify equipment needs for each assigned project; set up and organize work methods and procedures.
- Solicit quotes from contractors and vendors for supplies, equipment, and services. Evaluate responses and provide input in the selection process; monitor the work of external contractors and vendors for compliance with applicable standards and established schedules.
- Maintain operation records and logs of all work performed.
- Assists in the preparation of the annual budget.
- Attends public meetings on behalf of the City as required.
- Plans, organizes, assigns, and supervises the work of skilled work crews engaged in the maintenance of buildings, grounds, roads, sidewalks, and landscaping.
- Inspects work for progress and for conformance to established standards; provides technical advice to work crews in techniques and practices.
- Reviews and requisitions materials and supplies required by their division. Makes cost estimates for project needs and maintains records.
- Supervises work procedures to assure ensure the safety and efficiency of operations. Manages unusual problems and implements remedial solutions.
- Develops and schedules the plans for the completion of assigned Capital Projects.
- Reviews plans, bids, correspondence, and other documents related to the operation of their division and submits responses to same.
- Develops plans, specifications, and related documentation for bids and requisitions.
- Supervises, trains, and evaluates subordinates and makes recommendations for hiring, disciplinary action, dismissals, and training.
- Directs and reviews the work of outside contractors to ensure compliance with the desired results and specifications.
- Assists in the preparation of the annual budget for their division.
- Attends public meetings on behalf of the City as required.
- Assists with the lead for emergency management operations.
- Approves division bills and purchase orders.
- Works with other departments on needs as they arise, including Police and Fire.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. A minimum of five (5) years of increasingly responsible experience performing, leading, and supervising right of way (ROW), parks and grounds, sports complex maintenance, repair, and construction. Equivalent to the completion of the twelfth grade, with vocational training in one or more of the construction maintenance, trades, or equivalent on-the-job training. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. APWA Supervisor certification in one or more trades, CPR certification to include AED training, First Aid certification, Playground Safety Inspector certification, Pool/Spa Operator Certification, Pesticide Applicator license, Forklift Operator certification, and Public Health license

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preferred. Possess a commercial valid driver's license (CDL) class B and the ability to maintain insurability preferred. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education.

Knowledge, Skills, and Abilities:

Knowledge of:

- Methods, practices, and equipment used in park maintenance services and activities, including a variety of building trades work and grounds.
- Operational characteristics of tools and equipment used in park maintenance and repair work. Preventive maintenance requirements.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Occupational hazards and standard safety precautions.

Ability to:

- Supervise, train, and evaluate staff.
- Communicate clearly and concisely.
- Operate a variety of vehicular and stationary mechanical equipment and hand tools in a safe and effective manner.
- Perform a variety of manual tasks for extended periods of time and in unfavorable conditions.
- Perform heavy manual labor.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work. Follow all safety rules and regulations of the department to which assigned.
- Communicate clearly and concisely, both orally and in writing.
- Ability to effectively utilize technology such as computers and software required to conform to the expected procedures and operational methods of the Department and the City.
- Assists with developing technical specifications and scope of work documents required for the preparation of formal bids or other required purchasing functions. Ability to make cost estimates.
- ~~Knowledge of the principles and practices of supervision and management.~~
- ~~Knowledge of the materials, tools, equipment, methods, practices, and equipment used as related to their division.~~
- ~~Knowledge of occupational safety rules and practices.~~
- ~~Skill in the use of Microsoft Office Suite of software including Word, Excel, and Office.~~
- ~~Ability to plan, schedule, and supervise the work of subordinate employees and outside contractors to accomplish the goals of the Department efficiently and effectively. Ability to instruct subordinates in the safety rules and practices of the work and in the use of the tools and equipment of the job.~~
- ~~Ability to effectively utilize technology such as computers and software required to conform to the expected procedures and operational methods of the Department and the City.~~
- ~~Ability to interact and communicate verbally with the public, other employees, and City officials.~~
- ~~Ability to communicate in writing effectively and clearly by means of electronic correspondence, memo, letter, or other means of written correspondence.~~

~~Ability to develop technical specifications and scope of work documents required for the preparation for to prepare formal bids or oth~~

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Supervision Received/Exercised:

- Receives administrative direction from the Public Works Director or thier Designee.
- Exercises general supervision over lower-level staff.

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PHYSICAL/MENTAL DEMANDS

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~~Tasks involve moderate to heavy physical effort, including heavy lifting, carrying, pushing, and pulling equipment or supplies of heavyweight, climbing stairs or ladders, remaining in positions requiring prolonged standing, walking, or sitting. Tasks require physical agility, in which some combination of the following is typically required: bending, kneeling, climbing, crawling, and stooping. Tasks may involve extended periods working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, dust, dirt, humidity, fumes, gases, smoke, acute vibrations, electrical hazards, and confined or elevated workspaces. These tasks include making observations, communicating, reading and writing, using computers/tablets and operating equipment, making decisions, using judgment, estimating, calculating, and demonstrating intellectual capabilities and close collaboration with others. Tasks will include both indoor and outdoor work. Indoor work may be relatively sedentary with extended periods of time at a work station and may involve moving heavy weights (e.g., up to 100 or more pounds). Outdoor work will include the inspection and direction of work crews and projects. Must be physically able to operate a variety of machines and equipment, including computers, radios, tools, vehicles, etc. Tasks may involve exposure to harsh environmental conditions such as heat, humidity, and rain for extended periods of time.~~

WORKING CONDITIONS

~~Primarily office or indoor environment, with occasional exposure to outdoor environments and exposure to environmental risks. General office setting: frequent interruptions and many deadlines to meet. Work is performed both indoors and outdoors with exposure to all types of weather.~~ This position is considered essential for disaster recovery efforts.