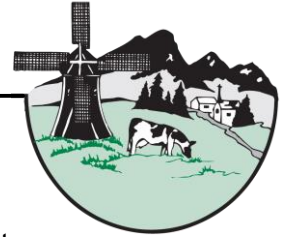


CITY OF LYNDEN

JOB DESCRIPTION



TITLE: Park Maintenance Supervisor

DEPARTMENT: Parks Department

FLSA: Exempt – Salaried

UNION: Non-Represented

REPORTS TO: Parks Director

SUPERVISES: Park Maintenance Workers (Full-time and Seasonal)

GENERAL PURPOSE:

Under general direction of the Parks Director, supervises and coordinates the overall activities in the maintenance of the City of Lynden's Park Department. Position will ensure efficient maintenance operations in the Structures and Facilities program area for diverse city park system which includes neighborhood parks, community parks, open space, trails and greenways, and civic greenspace. This is a working supervisory position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervision of Staff and Activities

- Plans, schedules, and directs day-to-day activities for assigned personnel.
- Supervises, trains, and evaluates the performance of assigned personnel.
- Monitors and ensures assigned staff compliance with City/departmental policies, procedures and regulatory requirements.
- Prepares, updates, and maintains assigned staff schedules, assigning work duties, review and approval of timecards, and monitoring the quality and progress of work performed by employees.
- Provides both technical and safety guidance to assigned staff, ensuring compliance with training requirements, safety standards and regulations.
- Promotes and supports teamwork within the team and with other departments

Budget and Administrative Duties

- Prepares, administers, and monitors Park Department maintenance budgets and reviews and monitors monthly budget reports
- Assists the Park Director in preparation of annual budget.
- Maintains various records relating to equipment, supplies, and maintenance schedule reports.
- Participates in the development, implementation, administration, and review of Parks system policies and procedures.
- Procures materials and supplies needed for program operation following established guidelines for purchasing.
- Coordinate small to medium maintenance and capital improvement projects. May work with professional consultants and City specialists to coordinate design, requests for proposal, and contractor selection.
- Assist in preparation of contracts and ensures implementation of project goals and budgetary requirements, monitors contractor performance during construction and at completion of project for adherence to expectations.

Operational and Maintenance Work

- Manages the Structures and Facilities program areas. Establishes goals and objectives supporting the evaluation and maintenance and repair of park structures and facilities including restrooms, playgrounds, shelters, buildings and electrical, and water/sewer and mechanical systems.
- Develops, recommends and implements a comprehensive facility management plan. Ensures that all facilities and systems are maintained to a high standard.
- Oversees and participates in grounds maintenance tasks for the Parks, Library, City Hall, City Annex, Fire Station, and Police Station, including mowing, trimming, weeding etc. Coordinates with staff from other program areas to complete specialty work such as hazard tree removal, tree pruning, and storm damage cleanup.
- Develops program area goals and objectives, organizes and delegates day-to-day operations and special projects. Develops policies, procedures, and best practices for program area. Ensures work standards adhere to regulations, policies, and procedures.
- Oversees implementation and use of computerized maintenance management system for program area. Manages utilization of maintenance system to track work requests, maintenance records on structures, systems, and facilities, cost effectiveness of servicing, and life cycle costs of facilities, equipment, and mechanical systems.
- Serves as security manager for parks lock system, which includes the development and implementation of all keyed entry, and alarmed systems within Lynden Parks and Recreation.
- Investigates and responds to all public requests, issues and complaints in a courteous prompt manner. Prepares correspondence and conducts research as needed.
- Performs required labor involved in various construction and maintenance projects, working in compliance with City standard operating procedures

OTHER DUTIES

- Represents the City and/or the Parks Department to outside agencies and the general public as needed.
- Attends and participates in a variety of meetings pertaining to Parks Department matters and issues as needed.
- Serves on various City employee or other committees as assigned.
- Performs other related duties as needed and assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in Parks and Recreation or related field or equivalent experience; **AND**
- Minimum four (4) years of experience in the Parks and Recreation maintenance field with at least one year of experience in supervision and project management, including developing and managing project budgets; **OR**
- Equivalent combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

Knowledge, Skills, and Abilities

Knowledge of:

- Current working knowledge of applicable federal, State and local codes, laws, rules and regulations related to parks and recreation.

- Current working knowledge of all building trades; carpentry, construction, plumbing, and electrical.
- Working knowledge and operation of boom trucks, genie lifts, tractors, lawn mowers, weed eaters, chainsaws, mowers, power tools, etc....
- Knowledge of field/ turf/lawn maintenance, soil restoration, fertilizer application
- Fiscal and records management and ability to develop, prepare and implement program budgets.
- Safety hazards, precautions and procedures related to assigned program area

Skills & Ability to:

- Communicate effectively in writing and verbally.
- Ability to train, supervise, and evaluate maintenance crew.
- Ability to establish and maintain effective working relationships with other employees, other departments and the public.
- Ability to calmly communicate with upset and/or angry citizens, to explain city policies and problem resolution.
- Ability to work under pressure and switch priorities as needed.
- Ability to organize and oversee a high volume of work activities.
- Represent the City in a positive and professional manner.
- Support and promote the City's mission, vision, and core values in all aspects of job performance.

Special Requirements

- Valid Washington State Driver's License and a good driving record (Candidates must submit a three-year driving abstract at the time of hire)
- Possess or obtain within one year of hire date a Class B Commercial Driver's License and maintain same throughout tenure.
- Employment contingent upon passing a background check including a criminal conviction, Child and Adult Abuse records check, pre-employment drug screen and local background check.
- Must secure and maintain a valid First Aid and CPR certification within 6 months of hire.
- Possess a Pesticide Spraying License obtain within 6 months of hire.
- Must secure and maintain Certified Playground Safety Inspector (CPSI) Certification within 6 months of hire.
- Possess (or obtain within six months of hire date) CPR and First Aid certifications and maintain them throughout tenure.
- Must be able to work a non-standard work schedule as needed, including evenings, weekends, and holidays.
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TOOLS AND EQUIPMENT USED

Persons in this classification are required to routinely operate the following equipment: pickup trucks; lawn and landscaping equipment, including tractors, mowers, airifier, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous 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

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

While performing the duties of this job, the employee regularly works in outdoor weather conditions and near moving mechanical parts. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or 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.

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. While performing the duties of this job, the employee is frequently required to reach, bend, kneel, turn, twist, and to use hands to finger, handle, or feel objects, tools or controls.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand, talk, hear, walk, climb, balance, stoop, kneel, crouch, crawl, detect odors; and must frequently lift and/or move up to 60 pounds and occasionally lift and/or move up to 40 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.

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.

The duties listed above are intended only as general 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.

This 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.

JOB DESCRIPTION APPROVALS

Approved By: _____ **Date:** _____

Human Resources

_____ **Date:** _____

Department Head

_____ **Date:** _____

City Administrator