

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Park Operations Supervisor</u>
Sch/Grade	<u>PAT-11</u>
Class Code	<u>BH44</u>
FLSA Status	<u>Exempt</u>
Bargain Unit	<u>Not Eligible</u>
Occupational Group	<u>Craftworker</u>

PRIMARY PURPOSE:

Plans, organizes, directs and coordinates the activities and functions of assigned operations within the Parks General Services Division. Primary assigned responsibilities are construction management, park facility repair and maintenance, preventative maintenance programs for all park facilities, parks warehouse operations, mobile stage and bleacher rental program, general park grounds management, sports complex grounds management, pavilion rental program, and janitorial services for park facilities. Position may also serve as the acting division head of Parks General Services in the absence of the Superintendent.

SUPERVISION:

Under general supervision of the Parks Superintendent of General Services. Position is responsible for directly and indirectly supervising assigned employees and operations of Parks General Services as assigned by the Parks Superintendent of General Services.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, coordinates, and schedules the work of assigned employees in Parks General Services; completes performance evaluations, recommends and implements disciplinary action and participates in and makes recommendations regarding staff hiring decisions.
2. Plans projects and provides technical expertise regarding assigned operations and Parks services provided by the Division of Parks General Services.
3. Prepares specifications for materials, supplies, equipment, and contractual services as needed for the above programs.
4. Develops, makes recommendations, and implements long and short range planning regarding the above programs including preparing plans, performing on-site evaluations, and design assistance.
5. Inspects and assesses park facilities and property to maintain quality and implements appropriate methods to address facility needs.
6. Enforces City ordinances applicable to the above programs.
7. Represents the Parks Department in dealing with the public and governmental agencies on issues related to the above programs; coordinates and confers with other Parks and City staff, other governmental units, outside agencies, citizens, vendors, and contractors on matters of joint concern related to the Division of Parks General Services.
8. Responsible for budget development and utilization within assigned operations.
9. Travels throughout the city and county making inspections, visiting work sites, and conducting evaluations of assigned field operations.
10. Responsible for the development and implementation of policies related to assigned area.
11. Coordinates necessary written and verbal reports as well as a variety of correspondence.
12. Reads, interprets, and analyzes a variety of data and information regarding assigned operations and performance.

IMPORTANT FUNCTIONS:

1. Attends seminars, conferences, workshops and other training for professional development purposes.
2. Utilizes necessary computer applications such as databases, spreadsheets, word processing and specific software applications related to assigned work area.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge:

Principles, methods, standards, and procedures related to comprehensive management for one or more of the following areas: maintenance and repair of facilities, physical plant equipment, buildings, construction management, warehouse operations, general park grounds management and sports complex grounds management.

Abilities:

Effectively plan, organize, and supervise the employees and activities within the assigned areas of Parks General Services. Utilize sound, independent judgment and make responsible decisions and recommendations; follow oral and written instructions; communicate effectively both verbally and in writing including preparing reports and making presentations as necessary; deal effectively and courteously with supervisors, co-workers, contractors, vendors, developers, builders, outside agencies and the general public; present overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out Parks', as well as City's, stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training:

Typically requires graduation from an accredited four-year college or university with a Bachelor's Degree in Administration, Management, Contract Management, Engineering, Architecture, or related field plus at least three years of increasingly responsible supervisory and/or project management experience related to construction management, facility repairs and maintenance, warehouse operations or public grounds management. Equivalent work experience may be substituted for formal education on a year for year basis.

Physical Requirements:

Must be able to make inspections of public grounds sites and periodic walk-through of park buildings and facilities which involve climbing ladders and stairs, bending, squatting, kneeling, and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 25 pounds; must be able to observe and identify violations, operational concerns, etc. relating to buildings, fleet, equipment maintenance and repair; holds and grips objects.

Working Environment:

Both in-door and outdoor working environment with exposure to extreme weather conditions, dust, and pollen; subject to chemical hazards associated with some duties.

Licensing/Certification:

Job related certification and/or licensing, or the ability to obtain during the probationary period, is desirable.

Miscellaneous Requirements:

Must possess or have the ability to obtain and maintain a valid Missouri Motor Vehicle Operator's License.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5231
Comments:	Updated Abilities	Date: October 21, 2002

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____