

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Parks Maintenance Supervisor</u>
Sch & Grade	<u>CTL-14</u>
Class Code	<u>GN07</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Maintenance</u>

PRIMARY PURPOSE:

Supervises, plans, directs, and coordinates parks maintenance activities for one of three program areas in Parks Operations. Program areas include *Repair & Construction*, *Turf Management*, and *Second Shift Operations*.

SUPERVISION:

Under general supervision of the Parks Operations Supervisor. Supervises personnel within assigned program area.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, plans, organizes, prioritizes and directs the work of employees engaged in either the repair and construction, turf management, or second shift operations for parks facilities.
2. Oversees either the *Repair & Construction* program area which involves plumbing, electrical, carpentry, HVAC, and concrete work; or the *Turf Management* program area which includes maintaining soccer, softball, and baseball fields involving applying agronomy techniques, handling parks complex scheduling, as well as general grounds maintenance for all parks; or the *Second Shift Operations* program area which includes scheduling, planning, and organizing maintenance and repair request, cleaning of all rental areas such as pavilions, restrooms, and picnic areas, removing graffiti and making repairs needed resulting from vandalism, and securing all rental areas nightly.
3. Provides technical expertise within program area assignment including supervising and instructing employees regarding appropriate techniques, procedures, and methodologies required for assignments including the utilization of safety equipment and procedures.
4. Completes performance evaluations, recommends and implements necessary disciplinary action, schedules and approves leave, and participates in and makes recommendations regarding hiring decisions of assigned staff members.
5. Prepares and maintains required records and reports including payroll, inventory, project status, project costs, etc. as required.
6. Prepares division budget, monitors expenditures, and writes specifications for purchase of equipment, supplies and commodities and maintains an appropriate supply of needed materials.
7. Plans, determines, prioritizes and schedules routine and unscheduled maintenance and repairs and develops a preventive maintenance program for assigned division.
8. Reads and interprets technical repair manuals, blueprints, construction drawings, etc. as required.
9. Travels to a variety of work site locations.

IMPORTANT FUNCTIONS:

1. Utilizes computer software applications when appropriate.
2. Attends seminars, conferences, workshops, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Principles, procedures, methods, and equipment involved in either buildings and facilities construction and repair projects or turf management depending on divisional assignment; basic math skills required for inventory, cost estimates, etc.; supervisory methods and techniques.

Abilities

Effectively manage an assigned program area of Parks Operations; effectively supervise the work of assigned staff; exercise discretion and utilize sound, independent judgment; make effective recommendations and decisions; read and interpret technical repair manuals, blueprints, construction drawings, etc.; maintain accurate records and prepare reports; review analytical information; learn and utilize computer software applications; follow oral and written instructions; train and direct employees in the operation of equipment and completion of projects in a manner consistent with safety principles; accurately determine and estimate kinds and quantities of materials needed for projects; communicate effectively both verbally and in writing; deal effectively and courteously with associates, vendors, the general public, and other agencies; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

A minimum of four years of responsible experience in one of the following areas (depending on program area assignment) with at least one year in a supervisory capacity: Construction and repair of buildings and facilities including experience in HVAC, plumbing, and electrical work; turf management including the utilization of agronomy methods and techniques; or second shift operations work involving park facilities. Experience must be commensurate with division specialty as required for current vacancy.

Physical Requirements

Performs bending, squatting, climbing and reaching to both ground level and overhead; holds and grips objects. Ability to operate a computer keyboard and/or mouse.

Working Environment

Both indoor and outdoor working environment with exposure to dust and pollen; subject to a variety of extreme weather conditions; exposure to constant and extreme noise as well as strong fumes and odors; susceptible to mechanical, chemical, electrical, as well as other safety hazards associated with construction, repair, and turf management of city parks.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License; must possess state pesticide applicator's license for Turf Management assignment.

Miscellaneous Requirements

Subject to emergency call-in.

Last Revision: February 13, 2012	GENERAL ORDINANCE NO. 4411
Comments: Updated Abilities	Date: February 22, 1994

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:** _____