

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Parks Supervisor</u>
Sch/Grade	<u>PAT-9</u>
Class Code	<u>BH43</u>
FLSA Status	<u>Exempt</u>
Bargain Unit	<u>Not Eligible</u>
Occupational Group	<u>Horticulture</u>

PRIMARY PURPOSE:

Plans, organizes, directs and coordinates the activities relating to the management and maintenance of park landscaping, park forestry, trails and greenways, and special facilities for the Springfield-Greene County Parks Department.

SUPERVISION:

Under general supervision of the Parks Superintendent of General Services; is responsible for directly and indirectly supervising employees assigned to park landscaping, park forestry, trails and greenways, and special facilities of parks.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, coordinates and schedules the work of employees assigned to the management and maintenance of landscape, forestry, greenways, trails and special park facilities; completes performance evaluations, recommends and implements disciplinary action and participates in and makes recommendations regarding staff hiring decisions.
2. Plans, directs, coordinates, evaluates, and provides technical expertise relating to the management and maintenance of trails, park landscaping, park forestry, and special use facilities.
3. Prepares specifications for all material, 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.
5. Oversees and/or participates in the planning and organizing of major events such as Firefall, professional and amateur events of a national, regional, state, or local nature, or other special activities.
6. Supervises and works closely with outside contractors and vendors utilized in the above programs.
7. Inspects and maintains the quality of park assets assigned by the Parks Superintendent of General Services.
8. Insures that proper safety procedures are followed and that all equipment is kept in safe working order.
9. 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 and outside agencies on areas assigned by the Parks Superintendent of General Services.
10. Responsible for budget recommendations and preparation of budget for assigned programs; responsible for monitoring approved budget throughout the year.
11. Travels throughout the city and county making inspections, visiting work sites, and conducting evaluations of areas assigned by the Parks Superintendent of General Services.
12. Enforces City ordinances applicable to the above programs.
13. Responsible for the development and implementation of policies related to assigned area.
14. Coordinates necessary written and verbal reports as well as a variety of correspondence.
15. Reads, interprets, and analyzes a variety of data and information regarding assigned operations and performance.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops seminars, and other training for professional development purposes.
2. Utilizes appropriate computer software applications such as word processing, spreadsheet, and/or database.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge:

Principles, methods, and standards involved in management and maintenance of trails, landscaping, forestry, greenways, and special park facilities.

Abilities:

Effectively plan, organize and supervise the employees and activities within assigned program areas. 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 an 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 the Parks' and 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 college or university with a Bachelor's Degree in Horticulture, Forestry, Agronomy, or a closely related field, plus two years of progressively responsible work experience in Horticulture, Urban Forestry, Park Resource Management, Agronomy and/or Landscape Design, of which at least one year has been in a supervisory capacity. 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 indoor and outdoor working environment with exposure to extreme weather conditions, dust, and pollen; subject to chemical hazards associated with some duties.

Licensing/Certification:

Must possess and maintain at minimum a valid class "B" Commercial Driver's License (CDL) with the ability to operate a vehicle with airbrakes. Possession of (or obtaining) a valid International Society of Arboriculture Certified Arborist certificate and a pesticide applicator's license is required within the probationary period.

Miscellaneous Requirements:

If operating a vehicle for the purpose of completing job duties, must possess or have the ability to obtain and maintain a valid Missouri Motor Vehicle Operator's License.

Last Revision:	February 14, 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:** _____