

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Supt. of General Services</u>
Sch & Grade	<u>PAT-13</u>
Class Code	<u>AC45</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Engineering</u>

PRIMARY PURPOSE:

Plans, organizes, and administers the activities of the General Services Division for either the Public Works department or the Springfield-Greene County Park Board. The Public Works division is responsible for municipal buildings, City Service Center, and public grounds. The Parks division is responsible for Parks buildings and facilities, grounds, golf courses, and parks service center and warehouse.

SUPERVISION:

Under the general supervision of the Director and/or Assistant Director, directly or indirectly supervises a large division including professional, technical, craft & trade, and administrative support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and administers the activities for the assigned division. Public Works General Services has general responsibility for three major sections including Building Maintenance which involves the maintenance and repair of facilities and physical plant equipment for municipal buildings; Public Grounds which involves right of way mowing, tree trimming and removal, operation of the city cemetery and other municipal grounds maintenance; and the City Service Center which is responsible for the maintenance and repair of city fleet and equipment. The Division of Parks General Services includes responsibility for six program areas including Construction Management which involves facility repairs and improvements; Golf Course turf management; Parks, open space, trails and sports field management; Landscape, forestry, greenway and special facility management; and Parks service center; and Parks warehouse operations.
2. Handles appropriate personnel matters for the division including staffing, training, performance evaluations, disciplinary issues, etc.
3. Represents the Department in dealing with the public and governmental agencies on matters related to the General Services division.
4. Participates in the development and implementation of departmental policies and makes recommendations regarding fees and assessments related to maintenance and repair work for buildings, fleet and equipment.
5. Prepares, monitors, and administers division operating budget.
6. Prepares necessary written and verbal reports as well as a variety of correspondence.
7. Meets and discusses requests for services, concerns, and issues concerning buildings, grounds, as well as fleet and equipment and/or parks related issues with citizens, vendors, contractors and staff members.
8. Makes periodic field inspections at the Service Center, buildings, grounds, development projects, and other sites as applicable.
9. Prepares and presents speeches to groups including City Council, the general public, Park Board, County Commission, technical conferences, etc. as assigned or applicable.
10. Serves as the Director in the absence of the Director and Assistant Director as required.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Utilizes necessary computer applications such as word processing, database, spreadsheets, internet, and email.

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 procedures related to a comprehensive management program for one or more of the following areas depending upon assignment: Fleet and equipment maintenance; construction, maintenance and repair of facilities and buildings; physical plant equipment; public/parks grounds maintenance; horticulture; and/or special use recreation facilities. Knowledge of public administration techniques and basic principles and procedures involved in budget administration. Knowledge of applicable legal issues and regulations appropriate to the assignment.

Abilities

Plan, organize, direct and supervise the employees and activities for the assigned department; 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; deal effectively and courteously with supervisors, co-workers, board members, contractors, vendors, developers, architects, engineers, builders, outside agencies and the general public; 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; 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 Civil or Mechanical Engineering, Engineering Management, Architecture, Landscape Architecture, Industrial and/or Construction Management, or a related field, plus at least five years of increasingly responsible professional supervisory and/or project management experience related to buildings, fleet, equipment, and/or grounds or parks and facility maintenance activities as appropriate to the assignment.

Physical Requirements

Must be able to make inspections of various sites and periodic walk-throughs of buildings and the Service Center which involves climbing ladders and stairs, bending, squatting, and reaching; pushes and pulls up to 25 pounds for general administrative duties; must be able to observe and identify violations, operational concerns, etc. relating to grounds, buildings, fleet and equipment maintenance and repair.

Working Environment

Primarily indoors with heating and cooling regulated; when outdoors making occasional field inspections may be exposed to extreme weather conditions and possible safety hazards associated with building, fleet, and equipment maintenance and repair.

Licensing/Certification

A Professional Engineer's, Architecture's or Landscape Architecture License is desirable, as well as certifications in parks, recreation construction or maintenance disciplines if assigned to Parks General Services.

Miscellaneous Requirements

If operating a motor 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 21, 2012	GENERAL ORDINANCE NO. 2313
Comments:	Updated Abilities	Date: May, 1974

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:** _____