

PARK SERVICES SUPERVISOR

Position Code: 1661

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 353

Location: Park Services

Approval Date: 2022

General Statement of Duties

Performs responsible supervisory duties in the maintenance and care of Town parks and amenities.

Distinguishing Features of the Class

An employee in this class is responsible for the scheduling and supervision of employees involved in the maintenance and repair of Town parks. Work involves budget administration, supervising, and the development of work programs to respond to needs. Work includes ensuring that all personnel in the employee's reporting structure know and follow safety procedures. This employee must coordinate work with other Town staff, vendors and contractors. Considerable latitude and independent professional judgment and initiative are required in establishing effective systems and managing personnel.

An employee is subject to hazards in the work including indoor and outside environmental conditions; significant noise and vibrations; physical conditions such as proximity to moving mechanical parts, electrical current; working in high places, narrow aisles, crawl spaces and areas which could cause claustrophobia; and exposure to high heat, cold temperatures, chemicals, oils, fumes, dusts, odors, or poor ventilation. In some jobs involving equipment, duties may expose the employee to human body fluids and thus the work is subject to level III of the OSHA requirements on bloodborne pathogens. Tact and courtesy are required in contacts with contractors, vendors, co-workers and the public. Work is performed under general supervision of the Park Services Superintendent and is evaluated through conferences, observation, and according to the effectiveness of maintaining the park grounds, amenities and equipment in satisfactory condition. Position will concentrate on 1) Landscaping and Mowing; 2) Ballfield Maintenance, Custodial Operations and Playgrounds; or 3) Cemeteries and Streetscape. All positions assist with general park maintenance and cemeteries as needed.

Duties and Responsibilities

Schedules work and assigns crews, assuring all work is completed within established deadlines; evaluates and inspects completed work; and prioritizes work.

Helps prepare budget and monitors expenditures.

Writes and administers performance evaluations, disciplinary action, improvement plans, etc.

Instructs employees in proper work procedures, hazards, and safety precautions; provides feedback and quality assurance.

Prepares and maintains daily work reports, makes and adjusts work assignments.

Supervises crews of workers in the repair and maintenance of all Town parks and their amenities and buildings.

Ensures work orders are complete.

Completes reports and update records manually and through the use of computer software programs.

Inspects and approves the work of contractors.

Assists with quotes for work on Town property.

Assists with notifying contractors for repairs.

Performs preventive maintenance of properties.

Assists with planning work schedules for repairs.

Keeps cleaning supplies stocked and inventoried.

Passes along complaints and concerns to contractors.

Works with Departments to complete work requests.

Assists with monthly park inspections.

Position requires work on evenings, weekends, holidays and during inclement weather events, as assigned.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of proper landscaping (plants, shrubs, grasses, etc.) and how to maintain it.

Considerable knowledge of turf management if position requires turf maintenance.

Considerable knowledge of the use of related equipment and materials.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Knowledge of budget administration and purchasing procedures.

Considerable knowledge of effective supervisory principles and practices and organizational personnel policies and procedures.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.

Ability to learn and carry out cemetery administration and field operations.

Ability to learn and carry out ballfield maintenance.

Ability to learn proper custodial supplies and equipment and how to use it to maintain a high level of service.

Ability to maintain and prepare accurate records.

Basic computer skills and knowledge.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp, handle, feel or operate objects, tools, or controls and talk or hear. The employee is occasionally required to climb, balance, stoop, kneel and crouch. The employee must possess manual dexterity to operate equipment such as tractors, mowers, weed eaters, chainsaws, and other power tools. The work consists of repetitive parks services tasks. This position involves heavy work requiring the employee to exert up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 50 pounds) to carryout assignments.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle and heavy construction equipment, and to read and prepare records.

The employee may be exposed to hazardous physical conditions (including but not limited to noise, moving parts, uneven surfaces, repetitive motions, and vibration) poor atmospheric conditions (including but not limited to fumes, odors, dusts, gases, and poor ventilation). In addition, the work will require seasonal exposure to extreme weather conditions, snakes, insects, and wildlife.

Minimum Education and Experience

Associate's degree and five years of related experience, plus supervisory experience; or an equivalent combination of education and experience.

Special Requirements

North Carolina driver's license.

Class A CDL within one year of hire.

State of North Carolina pesticide applicator's license within one year of hire.

Certified Playground Safety Inspector (CPSI) within one year of hire if position requires playground inspection and repair.