

JOB TITLE: District Park Supervisor

JOB NO: AS077228

JOB FAMILY: Administrative/Specialist

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To plan, prioritize, assign, supervise and review the work of staff responsible for providing park maintenance services including maintenance, landscaping and irrigation of parks, grounds, athletic fields, medians and rights-of-way; to supervise the work of contractors involved in mowing operations; to exercise direct supervision over park maintenance staff; and to provide responsible staff assistance to the Park Services Superintendent.

SUPERVISION

General supervision is provided by the Park Services Superintendent. Responsible for supervision of all park maintenance employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior as outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Drive as assigned by Supervisor.
3. Provide timely, accurate and thorough Performance Reviews for supervised employees.
4. Plan, prioritize, assign, supervise and review the work of staff responsible for providing park maintenance services within an assigned park district including the maintenance, landscaping and irrigation of parks and community center grounds and athletic fields; prepare work schedules and delegate assignments; inspect the work of crews to ensure work is performed properly and safely.
5. Coordinate the work of contractors involved in the mowing of medians, rights-of-way and cemeteries; landscape installation and maintenance; inspect work sites to ensure work is performed in accordance with specifications.
6. Supervise the work of staff involved in the application of fertilizer, herbicide and pesticides; ensure the proper and safe application of chemicals.
7. Participate in the selection of park maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
8. Prepare and conduct safety-training sessions for assigned employees; inspect vehicles and equipment to ensure proper and safe operation.
9. Maintain adequate inventory of equipment, materials and supplies to perform maintenance and landscaping activities; prepare purchase requisitions for materials and supplies.
10. Schedule Parks and Recreation Department vehicle and equipment maintenance as necessary; enforce vehicle and equipment preventive maintenance program guidelines.

11. Maintain records of employee absenteeism, safety records and performance; make recommendations on distribution of program awards.
12. Participate in the preparation and coordination of the Park Services Division annual budget; submit budget recommendations; monitor expenditures.
13. Participate in the coordination of the organization, staffing, and operational activities for park maintenance.
14. Participate in the development and implementation of goals, objectives, policies, and priorities for park maintenance services; identify resource needs; recommend and implement policies and procedures.
15. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
16. Perform the inspection of park grounds, facilities, and equipment for needed maintenance and repairs.
17. Participate in the inspection of work sites before, during and after completion to assure work is completed in a satisfactory and thorough manner; inspect work of outside contractors.
18. Assist in the coordination of park maintenance activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Park Services Superintendent and Manager of Park Services; prepare and present staff reports on operations and activities.
19. Assist in the coordination of the Urban Forestry Program; participate in citywide tree planting, and various other tree programs.
20. Ensure the adherence to safe work practices by park maintenance personnel.

OTHER DUTIES AND RESPONSIBILITIES

1. Assist with the preparation of the divisional payroll; maintain records related to overtime, vacation, sick days, holidays and other compensatory time.
2. Respond to and resolve citizen inquiries and complaints; recommend appropriate action to resolve complaints.
3. Assist in the coordination and preparation for a variety of special projects and events within the Parks and Recreation Department; work at special events as necessary.
4. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of park maintenance.
5. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Four (4) years of progressively responsible park maintenance or landscaping experience including two (2) years of supervisory experience leading a crew of at least ten (10) employees in a park maintenance, landscaping or related environment.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

Possession of a Certified Applicator license from the Structural Pest Control Board of Texas or Texas Department of Agriculture; must obtain the license within six months of employment as a condition of continued employment.

Certified Professional Turf Manager preferred.

Licensed irrigator preferred.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

1) Leadership and Results Orientation; 2) Coaching, Mentoring and Developing Employees; 3) Communications and Maintaining an Open Mind; 4) Vision and Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Operations, services and activities of a park maintenance program.

Materials, methods, practices and equipment used in park maintenance activities.

Methods and techniques used in the construction and maintenance of irrigation systems in parks and athletic fields.

Principles of supervision, training and performance evaluation.

Methods and techniques used in estimating time and materials for grounds maintenance activities.

Chemical application procedures and rates.

Procedures and techniques of plant material identification, selection, planting, cultivation and pruning.

Types and level of maintenance and repair activities generally performed in a park grounds maintenance and repair program.

Landscape construction techniques.

Methods, materials, tools, and techniques used in propagating, planting, pruning and care of trees, plants, and shrubs.

Principles and practices of ornamental horticulture.

Planting mixtures and fertilization requirements.

Plant pests and diseases, and methods of their control and eradication.

Chemicals and sprays commonly used for plant and grounds care and their proper application.

Occupational hazards and standard safety precautions necessary in the work.

Principles of municipal budget preparation and control.

Pertinent federal, state, and local laws, codes and regulations.

Skill in:

Assisting in the coordination and organization of operational activities for park maintenance services.

Performing inspections of various park grounds and facilities for maintenance and repair.

Performing mathematic calculations with ease and accuracy for determining chemical application rates.

Operating a variety of vehicles and equipment used in park maintenance activities.

Operating various types of office equipment including computers.

Ability to:

Work on-call.

Assist in coordination and organization of operational activities for park maintenance services.

Perform inspections of various park grounds and facilities for maintenance and repair.

Supervise, train, organize, review and evaluate the work of assigned park maintenance staff.

Estimate the time, manpower, equipment and materials required to perform park maintenance activities.

Identify and correct safety hazards incurred on the job.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work including City employees and the general public.

Prepare clear and concise reports.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *operating assigned equipment*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *moving heavy objects up to 34 lbs.*
- *sitting, walking or standing for extended periods of time*
- *operating assigned equipment*
- *working in direct sunlight for more than 20 minutes a day*
- *working in temperatures over 75 degrees and below 32 degrees*
- *bending, squatting, twisting and kneeling*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: July 1998; June 2001; June 2002; December 2004