



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Parks Supervisor***

Department: Parks & Recreation    Reports to: Parks Superintendent    Pay Grade: H12  
Date Established: 3/2014    Date Revised: 12/2017    FLSA Status: Exempt

#### **CLASSIFICATION SUMMARY**

The Parks Department Supervisor supervises the day-to-day operations of the City Parks Department. The job supervises and assists, as needed, in Parks operations and maintenance activities.

A Parks Supervisor may be assigned oversight for various maintenance operations including, but not limited to, mechanics, irrigation, shelter reservations, swimming pods, pest control forestry, welding & fabrication. Depending on assignment, the position may supervise Groundskeeper, Maintenance Technician, Welder, Mechanic, and/or Sprinkler Technician positions.

The job requires supervisory skills and knowledge of the methods and objectives of the operation and maintenance, repair, and construction of Park facilities and grounds. The job requires knowledge of methods and objectives of vehicle and equipment maintenance and repair.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office, shop, and outdoor environment where the noise level in the work environment is usually moderate. The employee works in varied weather conditions and is occasionally exposed to noisy and/or loud equipment, moving vehicles, and equipment which subjects the employee to hazards.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Supervises, directs, and assists, as needed, in the day-to-day operations and maintenance of the City Parks Department, including but not limited to, park grounds and facilities, swimming pools, sports fields, and public areas. Assists crews in operating equipment as needed.

Supervises and performs grounds keeping and landscaping work in the City parks, public areas, and recreation/sports areas, including, but not limited to, mowing, trimming, fertilizing, irrigation, and pest and weed control.

Supervises and performs building construction and maintenance work including carpentry, painting, electrical, plumbing, welding, and concrete assignments.

Supervises and performs City forestry work including tree planting, trimming, pruning, care, and removal.

Determines priorities, makes daily work assignments, allocates resources and assets, and assigns and supervises crews in their performance and completion.

Participates in short- and long-term planning for Department operations, including assisting in establishing and implementing budgets.

Supervises, trains, schedules, assigns duties, evaluates, and disciplines fulltime employees. Hires, supervises, trains, schedules, assigns duties, and disciplines part-time/seasonal employees.

Maintains safe work environment, supervising training in and implementation of safety protocols and procedures.

Operates all equipment in the Parks Department inventory including, but not limited to, motor vehicles, excavator, loader, backhoe, bucket truck, and dump truck.

Operates hand and power tools. Maintains, services and repairs equipment and tools. Welds and fabricates parts.

Maintains inspection, maintenance, and repair records, documentation, and logs. Makes purchases with City purchasing card and reconciles purchase orders and billing monthly.

Responds to comments and requests from the public, investigates and resolves complaints, and assists City Legal Department and Risk Management Team to handle claims against the City.

Coordinates projects with other City departments and private contractors. Represents the City to community organizations.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Methods, techniques, and objectives of grounds maintenance;
- Methods and techniques of building trade skills;
- Methods, techniques, and objectives of vehicle and equipment maintenance and repair;
- Safe operation of hand and power tools;
- Employee supervision, training, evaluation, and disciplinary methods, techniques, and objectives;
- Budgeting processes, including formulating and implementation;
- Preparation and maintenance of documents, records, and logs;
- Operation of a personal computer and job-related software applications;
- State, local, and other applicable building, safety, and health codes and regulations;
- Applicable regulations and policies regarding safe application of fertilizers, herbicides, and pesticides;
- Federal (OSHA) regulations and City policies regarding safe work practices relating to use of equipment, power tools, ladders and bucket trucks, grounds keeping equipment, light and medium equipment, and repair and maintenance materials;
- State, local, and other applicable building, safety, and health codes and regulations;
- Operation of a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Supervise and direct the operations, maintenance, repair, and construction operations of the City Parks Department;

- Supervise and perform grounds keeping and landscaping work in the City parks, public areas, and recreation/sports areas, including, but not limited to, mowing, trimming, fertilizing, irrigation, and pest and weed control;
- Supervise and perform building construction and maintenance work including carpentry, painting, electrical, plumbing, welding, and concrete assignments;
- Supervise and perform City forestry work including tree planting, trimming, pruning, care, and removal;
- Hire, train, supervise, and evaluate the work of fulltime and part-time/seasonal employees;
- Determine priorities, make daily work assignments, allocate resources and assets, and assign and supervise crews in their performance and completion;
- Supervise the operation, maintenance, and repair of vehicles and equipment, including light and medium equipment and power tools;
- Assign, supervise, and evaluate the work of maintenance and repair employees;
- Operate hand and power tools and a motor vehicle;
- Operate a personal computer, including programs and applications specific to the duties;
- Read and interpret technical manuals, blueprints, and diagrams;
- Maintain maintenance records, logs, and documentation;
- Implement an annual budget and monitor spending for compliance;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Work independently and exercise initiative, with general guidance and supervision;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED required;
- Bachelor's degree in a related field is preferred;
- Class B CDL\*;
- Arborist certification;
- Swimming pool operator certification;
- Herbicide and pesticide applicator certification;
- Three (3) to five (5) years' experience in a related field preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb ladders, work at heights, and in confined spaces. The job requires hand/finger dexterity to handle materials, manipulate tools, operate a computer, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **\*Hiring Note:**

The Parks Supervisor position requires a Class B CLD within six (6) months of hire. The position may also require specific certifications relevant to the position. Failure to acquire the appropriate certifications by the established date will violate the terms of the position and will result in layoff from the position.