

CITY OF OVERLAND PARK POSITION DESCRIPTION

| | | | |
|---|--|--|-------------------------|
| TITLE: | Supervisor, Maintenance and Construction | BAND/LEVEL: | Oprs IV |
| DEPARTMENT: | Recreation Services | JOB NO: | 2710 |
| DIVISION: | Golf Courses | DATE: | 3/25/12 |
| REPORTS TO: | Superintendent, Farmstead | FLSA STATUS: | NE |
| FULL-TIME: <input checked="" type="checkbox"/> | PART-TIME: <input type="checkbox"/> | TEMPORARY: <input type="checkbox"/> | COST CENTER: 531 |

REPLACES: Supervisor, Maintenance & Construction

DATE: 04/09

JOB SUMMARY STATEMENT:

Responsible for the repair and preventive maintenance of equipment, existing buildings, and construction of new building projects at the Farmstead. Responsible for the maintenance and construction of fences, irrigation system, benches, swings, playground equipment and other outdoor structures. Provides support to all areas of Farmstead

DUTIES AND RESPONSIBILITIES:

1. Supervises, trains, assigns work schedules and assures a safe working environment for part-time and temporary personnel.
2. Coordinates and performs repairs and preventive maintenance of small equipment and existing buildings.
3. Performs skilled trades in remodeling of buildings, such as masonry, carpentry, electrical, plumbing, dry wall, and painting.
4. Maintains outdoor structures such as fences, irrigation system, windmill, benches, swings, playground equipment and walkways. Utilizes equipment such as tractor, front-end load, and backhoe to clean or renovate grounds.
5. Assists architects, engineers, or contractors with the design and construction of new buildings and structures. Conducts inspections on work in progress and ensures deadlines are met and project is completed.
6. Ensures compliance with building codes and safety regulations, and maintains a child-safe facility.
7. Coordinates major repairs and annual maintenance of power equipment, such as golf carts, tractors, chain saws, and weed eaters. Contacts private contractors and service companies to schedule repair and maintenance.
8. Prepares supply and material requisitions and bid specification for review. Obtains quotes from vendors. Writes purchase order for supplies and materials and maintains inventory.
9. Maintains reports and attends Farmstead staff meetings.
10. Performs snow removal as required.
11. Performs other duties as required.
12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

Title: Supervisor, Maintenance and Construction
Cost Center: 531
Date: 3/25/12
Page 2

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education with additional courses in the areas of plumbing, carpentry, or electrical. Possession of an appropriate, valid driver's license. Must maintain an insurable driving record. Ability to obtain a valid commercial driver's license within six months of employment.

EXPERIENCE:

Three years experience in maintaining building and grounds: including general construction, remodeling, electrical, plumbing, and masonry. Supervisory experience preferred.

SKILLS:

1. Mechanical aptitude
2. Basic carpentry, electrical repairs and installation, concrete, and plumbing
3. Basic design, blueprint reading and working the architects/engineers.
4. Good organizational skills
5. Good listening skills
6. Good oral and written communications skills
7. Ability to train and supervise others

MENTAL REQUIREMENTS:

1. Ability to prioritize work projects
2. Ability to analyze needs and assist in building design to fit the needs
3. Ability to read and understand technical manuals for small equipment
4. Ability to read and understand blueprints
5. Ability to work on several projects at one time
6. Ability to learn new materials and systems
7. Ability to follow verbal and written instructions
8. Ability to work under distracting conditions
9. Ability to use judgement, tact and diplomacy when dealing with co-workers, other city employees and outside contractors
10. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to work in extreme environmental conditions
2. Exposure to noisy conditions
3. Ability to operate city cars, trucks and golf carts.
4. Ability to operate various hand tools and power equipment.
5. Ability to operate heavy equipment, such as front-end loader and backhoe.
6. Ability to visually inspect work sites.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Part-time and seasonal employees

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Title: Supervisor, Maintenance and Construction
Cost Center: 531
Date: 3/25/12
Page 3

ESSENTIAL FUNCTIONS

| ACTIVITY | DURATION | DESCRIPTION |
|-----------|----------------|---|
| Standing | Frequent | even / uneven surface |
| Walking | Frequent | even / uneven surface |
| Sitting | Occasional | misc. tasks could require sitting postures, driving |
| Driving | Occasional | motor vehicle operation, track hoe, skid loader, dump truck |
| Bending | Occasional | various postures required to complete requirements |
| Stooping | Occasional | various postures required to complete requirements |
| Twisting | Occasional | various postures required to complete requirements |
| Kneeling | Up to Frequent | various postures required to complete requirements |
| Squatting | Up to Frequent | various postures required to complete requirements |
| Crawling | Occasional | various postures required to complete requirements |
| Stairs | Occasional | misc. tasks require stair usage |
| Ladders | Occasional | misc. tasks require ladder usage |

| LIFTING | WEIGHT | HEIGHT | FREQUENCY | DURATION | DESCRIPTION |
|---------------------------|---------|--------------------|-----------|------------|--|
| Feed Bags | 50 lbs | Ground to Chest | variable | occasional | Two- hand lift |
| Feed Buckets | 15 lbs | Ground to Chest | variable | occasional | One or Two- hand lift |
| Hay Bales | 70 lbs | Ground to Overhead | variable | occasional | Two hand lift, use knee to "buck" bale |
| Oral Larvacide Block | 33 lbs | Ground to Chest | variable | occasional | One or Two- hand lift |
| Leaf Blower | 20 lbs | Ground to Shoulder | variable | occasional | Strap to back for use daily |
| Various Long Hand Tools | <5 lbs | Ground to Chest | variable | occasional | Shovel, broom, rake, pitch fork, etc. |
| Concrete bags | 80 lbs | Ground to Waist | variable | occasional | |
| Air Compressor | 135 lbs | Ground to 30 in. | variable | occasional | 2 person lift load/ unload in to small t |
| 5- gallon bucket of paint | 54 lbs | Ground to Waist | variable | occasional | For painting as needed |
| Various tools | <5 lbs | variable | variable | Frequent | use of hand tools daily as needed |

| CARRYING | WEIGHT | DISTANCE | FREQUENCY | DURATION | DESCRIPTION |
|-------------------------|--------|----------------|-----------|------------|-------------------------------------|
| Feed Bags | 50 lbs | 10 feet | variable | occasional | From bag pile to feed bin |
| Feed Buckets | 15 lbs | 0- 30 feet | variable | occasional | From feed bin to truck, truck to an |
| Hay Bales | 70 lbs | 10 feet | variable | occasional | Move bale from pile to loft opening |
| Oral Larvacide Block | 33 lbs | 0- 30 feet | variable | occasional | Barn to truck, truck to animal |
| Various Long Hand Tools | <5 lbs | 0- 30 feet | variable | occasional | Carry while using in barn |
| Concrete bags | 80 lbs | 0- 10 feet | variable | occasional | |
| Leaf Blower | 20 lbs | 3000- 4000 ft. | variable | occasional | Daily walk around facility |

| PUSHING | FORCE | FRQUNCY/DUR | DESCRIPTION |
|-----------------------|--------|-------------|--|
| Barn Door | 40 lbs | occasional | To open/ close barn door |
| Various lawn machines | n/ m | occasional | Lawn mower, tiller, air compressor, etc. |

*the push/pull force to use various lawn machines will vary considerably depending on ground composition and grade, unable to determine an average force measurement.

| PULLING | FORCE | FRQUNCY/DUR | DESCRIPTION |
|-----------------------|--------|-------------|--|
| Barn Door | 40 lbs | occasional | To open/ close barn door |
| Various lawn machines | n/ m | occasional | Lawn mower, tiller, air compressor, etc. |

Title: Supervisor, Maintenance and Construction
Cost Center: 531
Date: 3/25/12
Page 4

*the push/pull force to use various lawn machines will vary considerably depending on ground composition and grade, unable to determine an average force measurement.

| REACHING | DURATION | DESCRIPTION |
|-----------------------|------------|--|
| Above Shoulder Height | occasional | to reach top shelf of storage cabinet |
| At Shoulder Height | occasional | for various tools |
| Below Shoulder Height | occasional | variable depending on animal care requirements |
| Below Waist | occasional | variable depending on animal care requirements |
| Below Knee | occasional | variable depending on animal care requirements |

| FINE MOTOR | DURATION | DESCRIPTION |
|---------------------------|----------|------------------------------|
| Gripping | frequent | type of job / tool dependent |
| Pinching | frequent | type of job / tool dependent |
| Wrist Flexion & Extension | frequent | type of job / tool dependent |
| Wrist Lateral Deviations | frequent | type of job / tool dependent |
| Pronation & Supination | frequent | type of job / tool dependent |