



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisor, Parks Maintenance	BAND/LEVEL:	MGT II
DEPARTMENT:	Parks Services	JOB NO:	2830
DIVISION:	Parks and Forestry	DATE:	01/18/2018
REPORTS TO:	Director, Parks Services	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	512
REPLACES:	Parks Maintenance Supervisor	LAST REVISED DATE:	03/25/2012

JOB SUMMARY STATEMENT: Plans, directs, and supervises construction, repair, and/or maintenance at City parks, facilities or grounds. Trains full time and temporary employees. Assists in budget preparation and expense tracking. Plans and coordinates City facility, administrative site and parks in snow and ice removal.

DUTIES AND RESPONSIBILITIES:

General/Administrative

1. Plans, prioritizes, and schedules employees' work assignments. Conducts on-site inspections, reviews work, and resolves problems. Performs functions of supervisor that include interviewing prospective employees, conducting performance evaluations, providing employee training, making salary recommendations and handling disciplinary actions.
2. Assists in budget preparation and administration. Develops project and program estimates for expanded level budget consideration.
3. Prepares specifications for vehicle and equipment purchases, analyzes bids, ensures vendor compliance with specifications, and recommends bid acceptance. Purchases commodities and equipment. Seeks quotes, prepares purchase orders, administrates fixed asset system and supervises asset inventory. Approves and monitors purchases by subordinates.
4. Serves on project design committees and assists with selection of professional services, fee negotiation, plan review, cost estimates, inspections, problem resolution and verifies work for payment. Develops specifications and initiates contact with contractors for facility repairs, improvements and/or other maintenance operations. Visits sites and visually inspects work in progress, coordinates contractor's work with public use of facilities.
5. Plans, coordinates, and supervises snow and ice removal from streets, parking lots, and sidewalks in downtown Overland Park, park areas, and administrative sites. Maintains and recommends purchase of new snow removal equipment, Supervises round-the-clock removal operations when conditions warrant. Sector supervisor for public works snow removal.
6. Monitors equipment maintenance and repair schedule. Monitors computerized vehicle replacement system. Coordinates contracted repairs. Analyzes repairs and downtime for future purchases. Assists crews in troubleshooting.
7. Receives and processes citizen complaints, concerns and questions. Investigates complaints by visiting site in question. Contacts other supervisors, managers, divisions, departments, and agencies to assist with complaint resolution when warranted. Contacts citizens by phone or in person to communicate action taken.

8. Directs division activities in absence of the Director. Attends various staff meetings.
9. Directs field operations during major emergencies such as storms, floods, and other natural disasters.
10. Works with other divisions, departments and other outside agencies and groups in planning and coordinating special events and projects of overlapping responsibility.

Parks Maintenance

1. Plans, coordinates, and supervises turf maintenance. Establishes priorities and schedules mowing, fertilization, pesticide applications, and other turf maintenance practices. Keeps abreast of new and existing strategies and products.
2. Administers contracts for mowing medians, parks, and facilities; chemical applications; aeration and seeding and snow removal. Responsible for project startup, day to day progress, and completion in a timely manner.
3. Maintains turf and infields at athletic fields for soccer and softball. Coordinates with soccer, softball, lacrosse, and other sporting clubs for athletic field setup and use.
4. Plans, coordinates, and supervises trash removal and litter pick-up at all park sites. Involves assessing usage and accumulation at each site and developing schedules.
5. Develops, maintains and updates facility hazardous chemical and MSDS program as facility coordinator. Keeps records, educates employees on safety and works with City Safety Coordinator on all aspects of facility safety.

Facility Maintenance/Construction

1. Plans, coordinates, and supervises all day-to-day maintenance and repair of park facilities, amenities, and signage. Develops maintenance schedules, including cleaning, painting, repair, replacement, and safety inspections.
 2. Plans and supervises spring start-up and season-long maintenance of aquatic facilities. Coordinates: pool painting and preparation; chlorinator maintenance and repair; automated chemical controller operation, maintenance and repair; pool cleaning; maintenance of concession equipment and office air conditioning; maintenance of the overall aquatics physical plant including pumps, slides, diving boards, guard stands, buildings, restrooms, and showers.
 3. Examines and approves new irrigation system plans. Maintains, modifies and operates existing systems. Monitors usage through computerized central control.
 4. Plans and coordinates bike/hike trail maintenance including monthly safety inspections, bridge placement and repair, bank stabilization, signage and general maintenance. Writes specifications and administers contract for yearly trail installation and overlay program.
- 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.
 - 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education with additional courses or training in park facilities repair, maintenance and construction, irrigation, electrical and plumbing, aquatic facilities, fountains, turf care and maintenance, landscaping horticulture or additional equivalent experience.
- Requires a valid Class A or B commercial driver's license with air brake endorsements. Employees hired or promoted on or after January 1, 2012, must possess a Class A commercial driver's license with tanker and air brake endorsements.
- Must maintain an insurable driving record.
- Possession of pesticide applicators license category 3A and 3B, or must obtain within 6 months from date of hire or promotion into position.
- If assigned to Facility maintenance/construction must have or obtain the Playground Safety Certification, Backflow Certification and Aquatics Operations Certification within 1 year from date of hire or promotion into position.
- If assigned to parks maintenance must also have pesticide applicators license category 5 and 6 or obtain within 6 months from date of hire or promotion into position.

EXPERIENCE:

- Four years of increasingly responsible experience in park operations and maintenance, or an equivalent level of experience.
- Experience includes two years in a supervisory or lead position.

SKILLS:

- Good oral and written communications skills.
- Basic math and accounting skills.
- Manual dexterity.
- Basic drafting skills.
- Analytical and organizational skills.
- Personal computer skills.

MENTAL REQUIREMENTS:

- Ability to read and comprehend City, state, and federal regulations.
- Ability to work on or supervise several projects at once.
- Ability to work under distracting conditions.
- Ability to prioritize work.
- Mechanical aptitude.
- Ability to read and understand site plans and blueprints.
- Ability to analyze safety situations.
- Ability to train and guide others.
- Ability to comprehend confidential information.
- Ability to analyze complex problems, develop and implement solutions.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to lift 100 pounds and transport 20 feet.
- Ability to travel and tour City facilities in adverse conditions to include but not limited to construction sites, outdoor sites, remote sites, interior and exterior building inspections.
- Ability to traverse rough terrain.
- Exposure to extreme environmental conditions.
- Ability to operate power and hand tools.
- Data entry skills.
- Ability to operate motorized City vehicles and equipment.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - Park Attendant, Sr.
 - Park Attendant II
 - Park Attendant I
 - Laborer I and II

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.