

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: PARKS SUPERVISOR DATE: 10/19
DEPARTMENT: PARKS AND RECREATION
REPORTS TO: DIRECTOR OF PARKS AND RECREATION

JOB SUMMARY:

Performs responsible administrative and supervisory duties, directing the maintenance, repair, and cleaning of assigned buildings and grounds, parks, athletic fields, outdoor skating facilities, playgrounds and playground equipment and other similar facilities. Assists as necessary with the maintenance of these areas.

ESSENTIAL JOB FUNCTIONS:

Plans, organizes, and evaluates daily park operations to include scheduling and specifying policies, procedures, equipment, and staffing; plans short-term activities and special projects; develops and implements work objectives; supervises the work of volunteers.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring process, training in job skills, appraising performance, recommending salary adjustments, addressing complaints, resolving problems, and planning, assigning, and directing work.

Supervises and performs maintenance on recreation areas, including athletic fields, playing surfaces, and natural ice skating areas.

Supervises and performs maintenance on general grounds, including mowing, seeding, watering/irrigation, fertilizing, and pesticide application.

Ensures that quality standards and compliance with regulations are maintained.

Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient operation and completion of work.

Performs monthly safety inspections of playground equipment and supervises repairs as needed.

Oversees administrative activities such as tracking employee time sheets, rectifying records problems, and assisting with preparation of divisional budget; maintains facility and operation files and historical data on park or other grounds maintenance operations.

Collaborates and corresponds with others outside own work area, such as city and state officials, industrial and business contacts, consultants, and the general public to coordinate efforts and maintain cooperative and efficient relations.

Coordinates site preparation and installation of playground equipment safety surfacing to meet safety regulations.

Attends and participates in staff meetings, completes required forms and paperwork, and prepares work program; reports progress periodically.

Coordinates maintenance and repair of buildings in the grounds division.

Generates requisitions for the purpose of purchasing goods, services, and materials.

Plans and implements short-term or annual goals, objectives, strategies for the department, special projects, or programs.

Confers with upper management to keep them informed of key issues and progress toward objectives, to gain their support and approval, and to make recommendations to assist management in making necessary improvements.

Serves as liaison to various committees regarding playground equipment purchase, joint loss management, and other issues as assigned.

Tracks staff hours to enable division to bill organizations for facilities used; creates invoices for staff hours.

Performs assorted plumbing work such as repairing and installing water lines for irrigation systems.

Performs other duties as required such as building maintenance, minor carpentry, welding, brazing, cutting metal for projects and repairs.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Motor Vehicle
Hand tools
Grounds Maintenance Equipment

Calculator
Power Tools
Telephone Systems

Mowers
Pipe Cutters
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and, five years of progressively responsible experience in grounds maintenance; and, two years or more of experience in supervisory capacity; or, any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

An Associate's degree in Recreation Management or Turf Management is preferred.

Licenses and Certifications:

Valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement.
Supervisory Pesticide License for Turf, Right of Way
Playground Safety Inspector Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, materials, and equipment used in custodial and building/grounds maintenance work.

Horticultural practices

Field and turf maintenance.

Consumer Product Safety Commission and American Society for Testing and Materials guidelines and recommendations used in playground management.

Principles of supervision, training, and performance evaluation.

Construction and maintenance methods and practices for facilities, including athletic fields, parks, and playgrounds.

Grounds maintenance, lawn and plant care, and the maintenance of irrigations and sprinkler systems.

Skill in:

Time management, data entry, budgeting, and filing historical records.

Mechanical and/or electro-mechanical aptitude.

Mental and Physical Abilities to:

Determine appropriate staffing, equipment, materials, and time requirement for routine and minor building and grounds maintenance projects.

Prepare and maintain records and reports.

Establish and maintain an effective working relationship with supervisors and other city officials and the general public.

Give instructions and obtain compliance from subordinates.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Work with and supervise volunteers.

Write routine reports and correspondence.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while typically sitting at a desk or table or while standing, walking, bending, crouching, or stooping.

Occasionally lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather.

Work exposes the employee to noise, dust, dirt, grease, irritating chemicals, and machinery with moving parts.

Work requires the use of protective devices such as masks, goggles, or gloves.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.