

## **PARKS & GROUNDS MAINTENANCE SUPERVISOR**

### SUMMARY/PURPOSE

Under the general direction and supervision of the Property & Facilities Manager, the Parks & Grounds Maintenance Supervisor will be responsible for overall coordination, supervision, planning, operation, and routine capital maintenance in City parks and/or on City property. The Parks & Grounds Maintenance Supervisor will supervise park maintenance staff and will act as a project manager to provide technical expertise and guidance on key City parks projects, and will exercise independent judgment and discretion in carrying out professional project, maintenance, and operational decision.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Research, design, and direct the implementation of landscape and park amenity maintenance and capital improvement plans/programs in City parks and/or on City property.
2. Consult and collaborate with stakeholders and consultants to gather information, perform financial analysis, and develop routine and capital maintenance plans that adhere to accepted park amenity and landscaping principles and code compliance standards.
3. Direct the determination of maintenance and capital maintenance projects' scope, budget and methodology, the preparation of bid specifications with consultants/contractors, review bid proposals, and participate in the selection of consultants/contractors.
4. Assist in negotiation of contract terms with consultants/contractors.
5. Inspect the work done by City maintenance staff, consultants, contractors, and vendors for conformance to specifications, and make adjustments as necessary.
6. Review consultant reports, lab analysis results, regulatory guidelines, and other technical material to guide the implementation of best practice routine and capital maintenance efforts.
7. Plan, direct, and monitor a comprehensive City sidewalk snow removal program.
8. Identify funding sources and develop, monitor, and administer general maintenance and capital project budgets for the division.
9. Support the Division Manager in the development of capital maintenance plans, implementation, routine maintenance and utilization of the asset management system, and development of reports as necessary to disseminate key facility issues to City Administration.
10. Research and keep abreast of current park and landscape maintenance practices, construction management practices, landscape architectural techniques, materials, trends, technologies, and methods; act as a technical City resource for the overall development, implementation, and quality control of park infrastructure planning and construction projects.
11. In the absence of the Manager, and as requested, act in the capacity of Property & Facilities Manager to ensure seamless operation of the Property & Facilities Management and Park Maintenance Divisions.
12. Manage employee performance and provide coaching, mentoring, and on-going training for emerging parks maintenance methods, trends, technologies, and safe work practices for employees.
13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
14. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
15. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
16. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
17. Monitor worksites to ensure compliance with established methods, guidelines, standards, and procedures.
18. Delegate authority and responsibilities to others as needed.

19. Present maintenance and capital maintenance information and reports to administrators, City Staff, City Council, Planning Commission, regulatory agencies, and others as necessary.
20. Provide assistance to various community groups as necessary and respond to citizen inquiries, requests, and complaints.
21. Plan, direct, and monitor a comprehensive urban forestry program for all City-owned property.
22. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Bachelor's Degree in Landscape Architecture, Construction Management, Project Management, Parks & Recreation, Public Administration, or a related professional field, and three years of related professional experience; OR a minimum of eight years of education and/or verifiable professional parks and/or grounds maintenance experience; AND
  - B. Two years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Ability to obtain a Pesticide Applicator's license within one year of hire date.
3. Knowledge Requirements
  - A. Basic knowledge of accepted public administration, personnel, supervisory, and budgetary principles and practices.
  - B. Basic knowledge of project analysis, planning, implementation, and evaluation principles and practices.
  - C. Knowledge of the methods, materials, and equipment used in the maintenance and construction of recreational grounds, including parks, fields, gardens, trails, etc.
  - D. Knowledge of horticultural processes and practices related to turf, garden, and tree maintenance.
  - E. Knowledge of the methods, materials, and equipment used in janitorial work.
  - F. Knowledge of effective supervisory practices.
  - G. Knowledge of budgeting methods, principles, and practices.
  - H. Knowledge of labor relations and labor agreements.
  - I. Knowledge of local, state, federal laws, and regulations related to Division programs and activities.
  - J. Knowledge of all applicable safety and operational laws and regulations.
4. Skill Requirements
  - A. Skill in supervising personnel.
  - B. Skill in developing, organizing, and presenting ideas and recommendations clearly and concisely in both written and oral communication before groups and with individuals.
  - C. Skill in maintenance and capital maintenance project planning, implementation, management, and evaluation.
  - D. Skill in performing duties related to gardening, forestry, construction, turf management, snow removal, snow grooming, and other general parks and grounds maintenance practices.
  - E. Skill in managing and tracking multiple works groups, maintenance activities and projects concurrently.
  - F. Skill in working cooperatively with governmental agencies, architects, engineers, consultants, contractors, attorneys, planners, staff, and other professionals.

- G. Skill in the operation of personal computers and associated software, including word processing, database, spreadsheet, AutoCAD, Adobe, project management software, work order systems, and asset management software.
  - H. Skill in negotiating and administering contracts.
5. Ability Requirements
- A. Ability to set performance standards and goals.
  - B. Ability to supervise assigned personnel while creating and maintaining a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - C. Ability to handle disciplinary and/or grievance issues and concerns.
  - D. Ability to establish and maintain effective working relationships with supervisors, employees, community organizations, media, and the public.
  - E. Ability to evaluate and analyze operations and procedures.
  - F. Ability to monitor operations, maintain accurate records, and prepare required reports.
  - G. Ability to estimate project costs and evaluate cost effectiveness of operations.
  - H. Ability to plan, coordinate, and evaluate projects and maintenance activities.
  - I. Ability to investigate new products or contracted services, collect bids, and make price comparisons.
  - J. Ability to use computer applications including word processors, spreadsheets, and work order and asset management systems.
  - K. Ability to problem solve.
  - L. Ability to read and interpret blueprints, schematics, and technical manuals.
  - M. Ability to perform mathematical calculations for budgetary purposes and estimate the cost of materials.
6. Physical Ability Requirements
- A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
  - B. Ability to communicate to obtain and provide information.
  - C. Ability to work outdoors in a variety of weather conditions.
  - D. Ability to occasionally stoop, kneel, crawl, and work in high places, in order to inspect new or existing construction.
  - E. Ability to occasionally lift and carry equipment and supplies weighing up to 50 pounds.
  - F. Ability to occasionally work in dusty and/or dirty conditions.
  - G. Ability to inspect buildings, premises, and other structures to determine maintenance/repair needs.
  - H. Ability to attend work on a regular basis.

HR: TS	Union: Supervisory	EEOC: Skilled Craft Workers	CSB: 03/24/2021	Class No: 1719
WC:	Pay:	EEOF:	CC:	Resolution:
<i>Title change from Building &amp; Grounds Maintenance Supervisor (02/22/2016; 16-0112R)</i>				

## **PARKS & GROUNDS MAINTENANCE SUPERVISOR**

### SUMMARY/PURPOSE

To ensure that City-owned buildings, parks, grounds, gardens, trails, fields and their related amenities, are maintained in a safe and sanitary manner, and provide management of the Urban Forestry Program.

Under the general direction and supervision of the Property & Facilities Manager, the Parks and Grounds Maintenance Supervisor will be responsible for overall coordination, supervision, planning, operation, and routine capital maintenance in City parks and/or on City property. The Parks and Grounds Maintenance Supervisor will supervise parks maintenance staff, and will act as a project manager to provide technical expertise and guidance on key City parks projects and will exercise independent judgment and discretion in carrying out professional project, maintenance and operational decision.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Research and design, and direct the implementation of landscape plans.
2. Plan and coordinate construction and park amenity maintenance within assigned and capital improvement plans/programs.
- 3.1. Conduct regular inspections of buildings, in City parks, grounds, City-owned trees, gardens, trails, fields, parking lots and their related amenities for compliance with maintenance standards, and arrange for necessary work to be completed/or on City property.
4. Coordinate the sidewalk snow removal enforcement plan by performing inspections, contacting residences/businesses out of compliance, and contracting and billing for snow removal work as necessary to enforce City ordinances.
5. Assist with division budget planning to determine short and long range goals and objectives within budgetary constraints.
6. Order supplies and materials necessary to complete required work.
7. Maintain required records and prepare reports as necessary.
8. Determine priorities, assign work and projects, coordinate work schedules, and supervise of personnel to ensure completion of work.
2. Effectively recommend Consult and collaborate with stakeholders and consultants to gather information, perform financial analysis, and develop routine and capital maintenance plans that adhere to accepted park amenity and landscaping principles and code compliance standards.
3. Direct the determination of maintenance and capital maintenance projects' scope, budget and methodology, the preparation of bid specifications with consultants/contractors, review bid proposals and participate in the selection of consultants/contractors.
4. Assist in negotiation of contract terms with consultants/contractors.
5. Inspect the work done by City maintenance staff, consultants, contractors and vendors for conformance to specifications, and make adjustments as necessary.
6. Review consultant reports, lab analysis results, regulatory guidelines, and other technical material to guide the implementation of best practice routine and capital maintenance efforts.
7. Plan, direct, and monitor a comprehensive City sidewalk snow removal program.
8. Identify funding sources and develop, monitor and administer general maintenance and capital project budgets for the division
9. Support the Division Manager in the development of capital maintenance plans, implementation, routine maintenance and utilization of the asset management system, and development of reports as necessary to disseminate key facility issues to City Administration.
10. Research and keep abreast of current park and landscape maintenance practices, construction management practices, landscape architectural techniques, materials, trends, technologies and methods; and act as a technical City resource for the overall development, implementation, and

- quality control of park infrastructure planning and construction projects.
11. In the absence of the Manager, and as requested, act in the capacity of Property and Facilities Manager to ensure seamless operation of the Property and Facilities Management and Parks Maintenance Divisions.
  12. Manage employee performance and provide coaching, mentoring, and on-going training for emerging parks maintenance methods, trends, technologies, and safe work practices for employees.
  13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
  14. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
  - ~~9.~~15. Recommend the hire, transfer, assignment, promotion, reward, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
  - ~~10.~~Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.
  - ~~11.~~Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
  16. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization
  - ~~12.~~17. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
  - ~~13.~~Effectively recommend adjustments or other actions in employee grievances.
  - ~~14.~~18. Delegate authority and responsibilities to others as needed.
  - ~~15.~~Disseminate instructions. Present maintenance and capital maintenance information to employees through oral and written communications.
  - ~~16.~~19. Attend reports to administrators, City Staff, City Council, Planning Commission, regulatory agencies, and related community meetings as assigned others as necessary
  - ~~17.~~Provide assistance to various community groups as necessary.
  - ~~18.~~20. Respond and respond to customer/citizen inquiries, requests, and complaints.
  - ~~19.~~Operate equipment and perform maintenance tasks when necessary.
  - ~~20.~~Develop and implement Building, Grounds, and Urban Forestry maintenance programs.
  21. Plan, direct, and monitor a comprehensive urban forestry program for all City owned property.
  - ~~24.~~22. Perform other related duties as assigned.

#### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Education Bachelor's Degree in Landscape Architecture, Construction Management, Project Management, Parks & Recreation, Public Administration or a related professional field and three years of related professional experience, OR; A minimum of eight years of education and/or verifiable experience equivalent to a four year horticulture degree plus two years of building professional parks and/or grounds maintenance experience, including at least two AND;
  - A-B. Two years of experience must be in a lead capacity or supervisory level; or verifiable, satisfactory work experience in a /lead position of similar complexity and level of responsibility.
2. License Requirements

- A. Possess and maintain a valid Minnesota Class ~~BD~~ Driver's License.
  - ~~B.~~ Ability to obtain a Pesticide Applicator's license within one year of hire date.
  - ~~B.~~
3. Knowledge Requirements
- A. Basic knowledge of accepted public administration, personnel, supervisory, and budgetary principles and practices.
  - B. Basic knowledge of project analysis, planning, implementation, and evaluation principles and practices.
  - C. Knowledge of the methods, materials, and equipment used in the maintenance and construction of recreational grounds, including parks, fields, gardens, trails, etc.
  - D. Knowledge of horticultural processes and practices related to turf, garden, and tree maintenance.
  - E. Knowledge of the methods, materials, and equipment used in janitorial work.
  - F. Knowledge of effective supervisory practices.
  - G. Knowledge of budgeting methods, principles, and practices.
  - H. Knowledge of labor relations and labor agreements.
  - I. Knowledge of local, state, federal laws, and regulations related to Division programs and activities.
  - J. Knowledge of all applicable safety and operational laws and regulations.
4. Skill Requirements
- A. Skill in supervising personnel.
  - B. Skill in developing, organizing, and presenting ideas and recommendations clearly and concisely in both written and oral communication before groups and with individuals.
  - C. Skill in ~~landscape design and construction and~~ maintenance work and capital maintenance project planning, implementation, management, and evaluation.
  - ~~D.~~ Skill in custodial work.
  - ~~D.~~ Skill in performing duties related to gardening, forestry, construction, turf management, snow removal, snow grooming, and other general parks and grounds maintenance practices.
  - ~~E.~~ Skill in directing and supervising managing and tracking multiple works groups, maintenance activities and projects concurrently.
  - ~~F.~~ Skill in working cooperatively with governmental agencies, architects, engineers, consultants, contractors, attorneys, planners, staff, and other professionals.
  - ~~G.~~ Skill in the work operation of others personal computers and associated software, including word processing, database, spreadsheet, AutoCAD, Adobe, project management software, work order systems, and asset management software.
  - ~~E-H.~~ Skill in negotiating and administering contracts.
5. Ability Requirements
- A. Ability to set performance standards and goals.
  - ~~B.~~ Ability to direct and supervise work, delegate work assignments, and motivate subordinates.
  - ~~B.~~ Ability to supervise assigned personnel while creating and maintaining a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - ~~C.~~ Ability to handle disciplinary and/or grievance issues and concerns.
  - ~~C-D.~~ Ability to establish and maintain effective working relationships with supervisors, employees, community organizations, media, and the ~~general~~ public.

- ~~D-E.~~ Ability to evaluate and analyze operations and procedures.
- F. Ability to monitor operations, maintain accurate records, and prepare required reports.
- G. Ability to estimate project costs and evaluate cost effectiveness of operations.
- H. Ability to plan, coordinate, and evaluate projects and maintenance activities.
- I. Ability to investigate new products or contracted services, collect bids, and make price comparisons.
- J. Ability to use computer applications including word processors, spreadsheets, and work order, and asset management systems.
- K. Ability to problem solve.
- ~~E-L.~~ Ability to read and interpret ~~plans and specifications related to the development and maintenance of buildings, grounds, and parks.~~ blueprints, schematics, and technical manuals
- ~~F-A.~~ Ability to inspect buildings, premises, and other structures to determine maintenance/repair needs.
- ~~G-M.~~ Ability to perform ~~basic~~ mathematical calculations for budgetary purposes and estimate the cost of materials.

6. Physical Ability Requirements

- A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
- ~~A-B.~~ Ability to work outdoors in a variety of weather conditions.
- C. Ability to occasionally stoop, kneel, crawl, and work in high places, in order to inspect new or existing construction.
- ~~B-D.~~ Ability to occasionally lift and carry equipment and supplies weighing up to 50 pounds.
- ~~C-N.~~ Ability to occasionally work in dusty and/or dirty conditions.
- ~~O.~~ Ability to inspect buildings, premises, and other structures to determine maintenance/repair needs.
- ~~D-E.~~ Ability to attend work on a regular basis.

HR: TS	Union: Supervisory	EEOC: Skilled Craft	CSB: <del>01/05/2016</del>	Class No: 1719
WC: 9015	Pay: <del>4075-4090</del>	EEOF: Admin/Finance	CC: <del>02/22/2016</del>	Resolution: <del>46-0112R</del>
<del>Title change from Building &amp; Grounds Maintenance Supervisor 02/22/2016</del>				