

PARKS BUILDINGS & GROUNDS MAINTENANCE SUPERVISOR

SUMMARY/PURPOSE

To ensure that City-owned parks, buildings and grounds, including gardens, parks, trails, fields and their related amenities, are maintained in a safe and sanitary manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop and monitor program budgets.
 2. Research and design landscape plans.
 3. Plan and coordinate construction and maintenance within assigned programs.
 4. Conduct regular inspections of parks, grounds, City-owned trees, gardens, trails, fields and their related amenities for compliance with maintenance standards, and arrange for necessary work to be completed.
 5. 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 ordinance.
 6. Order supplies and materials necessary to complete required work.
 7. Maintain required records and prepare reports as necessary.
- Determine priorities **FUNCTIONAL AREAS:** Under the general direction of the Manager, Maintenance

Operations:

1. Supervise assigned staff.
 - * A. Prioritize, assign and direct work and projects, and coordinate.
 8. * B. Coordinate work schedules of personnel and approve or reject leave requests.
 9. * C. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.
 10. * D. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.
 11. * E. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
 12. * F. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
 13. * G. Effectively recommend adjustments or other actions in employee grievances.
 14. * H. Delegate authority and responsibilities to others as needed.
 15. * I. Disseminate instructions and information to employees through oral and written communications.
2. Develop and implement building and grounds maintenance programs.
 - * A. Develop and monitor program budgets.
 - * B. Research and design landscape plans.
 - * C. Plan and coordinate construction and maintenance within assigned programs.
 - * D. Conduct regular inspections of buildings, grounds, parking lots and parking ramps for compliance with maintenance standards, and arrange for necessary work to be completed.
 - * E. 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 ordinance.
 - * F. Order supplies and materials necessary to complete required work.
 - * G. Maintain required records and prepare reports as necessary.
 3. Perform related duties as assigned.

- 16. * A. Attend City and related community meetings as assigned.
- 17. * B. Provide assistance to various community groups as necessary.
- 18. * C. Respond to customer inquiries, requests, and complaints.
- 19. * D. Operate equipment and perform maintenance tasks when necessary.
- 20. E. 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. ◆ A. Education and/or verifiable experience equivalent to a four-year horticulture degree plus two (2) years of building and/or grounds maintenance experience, including at least two (2) years ~~one year~~ of experience in a lead capacity or supervisory level; or verifiable, satisfactory work experience in a position of similar complexity and level of responsibility.

2. License RequirementsPossess and maintain

- A. ~~◆~~ A. ~~— Possession of a valid Minnesota Class B driver's driver's license or privilege by the date of appointment and thereafter.~~
- B. ~~— B. — Ability to obtain a Pesticide Applicator's Minnesota Class "B" commercial drivers' license within one year of hire date.~~
- C. ~~— 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. ~~◆~~ A. ~~— Knowledge of the methods, materials, and equipment used in the maintenance and construction of recreational grounds, including parks, fields, gardens, trails, etc.~~
- D. ~~◆~~ B. ~~— Knowledge of horticultural processes and practices related to turf, garden and tree maintenance.~~
- E. ~~◆~~ C. ~~— Knowledge of the methods, materials and equipment used in janitorial work.~~
- F. ~~◆~~ D. ~~— Knowledge of effective supervisory practices.~~
- G. ~~— Knowledge~~ ~~◆~~ E. ~~— Basic 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.
- C. ~~◆~~ A. ~~— Skill in landscape design and construction and maintenance work.~~
- D. ~~◆~~ B. ~~— Skill in custodial work.~~
- E. ~~◆~~ C. ~~— Skill in directing and supervising the work of others.~~
- ~~◆~~ D. ~~— Skill in effectively communicating, orally, electronically and in writing.~~

5. Ability Requirements

- A. ~~◆~~ A. ~~— Ability to develop and manage a budget.~~
- B. ~~— Ability to set performance standards and goals.~~
- C. ~~— Ability to direct and supervise work, delegate work assignments, and motivate subordinates.~~
- D. ~~◆~~ B. ~~— Ability to establish and maintain effective working relationships with supervisors, employees, community organizations, media and the general public.~~
- E. ~~— Ability to evaluate and analyze operations and procedures.~~
- F. ~~◆~~ C. ~~— Ability to read and interpret plans and specifications related to the development and maintenance of buildings, grounds, and parks.~~

G. ~~_____~~ ◆ ~~_____~~ D. Ability to inspect buildings, premises and other ~~structures~~ buildings to determine maintenance/repair needs.

H. ~~_____~~ ◆ ~~_____~~ E. Ability to perform basic mathematical calculations.

6. Physical Ability Requirements

A. ~~_____~~ ◆ ~~_____~~ A. Ability to work outdoors in a variety of weather conditions.

B. ~~_____~~ ◆ ~~_____~~ B. Ability to occasionally lift and carry equipment and supplies weighing up to 50 pounds.

C. ~~_____~~ ◆ ~~_____~~ C. Ability to occasionally work in dusty and/or dirty conditions.

D. ~~_____~~ ◆ ~~_____~~ D. Ability to attend work on a regular basis.

* ~~Essential functions of the position~~

◆ ~~Job requirements necessary the first day of employment~~

HR: _____ JA	Union: Supervisory	EEOC: Skilled Craft Workers	CSB: _____ 20091020	Class No: 1719
WC: 9015	Pay: **1050-1075	EEOF: Admin/Finance	CC: _____ 20100 444	Resolution: _____ 10- 0006R

