

City of Dunedin, Florida
Class Description

JOB TITLE: Parks Maintenance Supervisor
Parks & Recreation Department

GENERAL STATEMENT OF JOB

Under general direction, plans, coordinates and supervises the staff and operations of the Parks Maintenance Division work crews; supervises regular maintenance of landscape and grounds in City Parks, downtown, recreation centers, municipal facilities and playgrounds, including inspection, maintenance, management and improvement of City parks. Evaluates maintenance issues, and recommends and implements solutions to provide safe and clean park facilities for residents. Reports to the Division Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Coordinates all Parks Division operations including staff and crew assignments, developing maintenance schedules, park inspections, and capital improvement projects.

Supervisory duties include scheduling, instructing, assigning, reviewing and planning the work of others; allocating personnel; selecting new employees; ensuring employees are properly trained for the work being performed; preparing employee evaluations and providing performance feedback; acting on any employee issues; recommending disciplinary action, and other employee actions.

Schedules all maintenance and project work for crews; provides training and instruction in the methods, equipment, materials and time constraints to accomplish work objectives; ensures the proper operation and care of equipment and tools used in maintaining the park grounds and facilities; coordinates work through crew leaders.

Reviews the work of subordinates for completeness and accuracy; ensures work is being performed efficiently and effectively and enforces safety requirements.

Directly participates in the operation and management of parks by performing organizational, administrative, supervisory and budgetary tasks. Assists in developing, scheduling and implementing short-and-long range plans.

Evaluates the effectiveness and efficiency of the Division operations; recommends and implements operational improvements.

Receives and responds to public inquiries, concerns and complaints regarding department activities. Responses are in various forms, including but not limited to personal visits, telephone, written, or electronic communication.

Oversees the maintenance of the City's cemetery grounds; interprets related records and identifies locations of cemetery plots.

Compiles data and prepares written reports, memos, maps utilizing the internet and various computer software. Enters computer data; uses computer to produce reports, spreadsheets, and manage project documentation.

Maintains adequate records, maintains expenditures and oversees the Parks Division budget.

Maintains inventory including vehicles and other assets; tools, equipment and supplies purchased through operating budget; Assists in the development and administration of the Parks Division annual operating and capital budget.

Coordinates and works with other city departments on projects. Assists with city-wide special events.

Assists with developing bid documents for contractual services such as landscape maintenance, tree trimming and exotic invasive control. Tracks and processes contractor payments. Oversees contractor agreements and work product.

Coordinates the securing of all City Parks and various other City facilities during storm preparation. Responds to and assists with cleanup efforts after natural disasters and storms as directed. Reports for disaster duty as required.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office work as required, including but not limited to answering

the telephone, typing reports and correspondence, copying and filing documents, conducting and attending meetings, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree with five years of experience in ground/ facilities maintenance.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida Class B CDL with appropriate endorsements.

A valid Florida Class A CDL with appropriate endorsements is preferred.

Certified Playground Safety Inspector (CPSI) certification is preferred.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are usually required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Parks Maintenance Supervisor. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has knowledge of general landscaping and facilities/grounds maintenance practices, materials and equipment. Knowledge of equipment and supplies supporting parks maintenance; knowledge of pesticides and their application; knowledge of objectives and principles of public park and horticultural maintenance; knowledge of turf grass management; knowledge of ball field maintenance and design. Knowledgeable in maintenance of cemetery grounds; able to interpret records and

identify locations of cemetery plots. Has the ability to speak, write and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components. Is able to perform employee evaluations and to make recommendations based on results. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of the assigned budget, and knows how to prepare and monitor the budget.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to coordinate department activities with other City and County departments in order to accomplish goals and complete projects. Is able to train, assist, motivate and provide leadership to employees. Knows how to maintain effective relationships with personnel of other departments or agencies, contractors, professionals, and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, two-way radio, measuring devices, etc. Has knowledge of and skill in the use of modern office equipment, including computers. Has skill in the care and use of required tools and equipment.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to use basic geometric principles and calculations; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to and techniques to problem resolution. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Parks & Recreation Director

4/1/19

Date