

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Parks Maintenance Supervisor**  
Parks & Recreation Department

**GENERAL STATEMENT OF JOB**

Under direction, coordinates and supervises all landscaping, grounds, fleet and equipment maintenance; repairs, coordinates and supervises set-up and tear-down for special events for the Parks Division; ensures all work is completed according to established policies, procedures, schedules and standards of safety and quality. Oversees park employees and assigns tasks daily. Reports to the Parks & Recreation Superintendent.

**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.*

Supervises Park Maintenance Crew Leaders and clerical personnel; supervisory duties include instructing; assigning, reviewing and planning work of others, maintaining standards, coordinating activities, allocating personnel, selecting new employees, acting on employee problems, and recommending employee transfers, promotions, discipline and discharge, reviews timecards.

Assists supervisor in developing, scheduling and implementing short- and long-range plans for the maintenance and improvement of parks.

Coordinates and supervises landscaping, grounds keeping, carpentry, masonry, mechanical work and cleaning restrooms as necessary to maintain Parks Division grounds, structures, equipment and vehicles.

Coordinates and supervises set-up and tear-down for special events.

Monitors the progress of all maintenance activities to ensure that resources are efficiently used and that projects stay on schedule.

Ensures subordinates' work is in compliance with established policies, procedures and standards of quality and safety.

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Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Maintains adequate inventory of maintenance supplies and equipment; ensures proper and safe working condition of equipment and vehicles. Solicits and evaluates bids for the purchase of major equipment and supplies.

Monitors and approves expenditures.

Assists in the planning and design of new parks.

Compiles data for and prepares required records and routine and/or technical reports.

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 class B Florida CDL license with appropriate endorsements.

Must obtain a valid Florida Class A CDL license with appropriate endorsements

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within one year of employment or promotion.

### **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 the ability to speak 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, 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 general landscaping and grounds maintenance practices, materials and equipment. Has

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knowledge of general facilities maintenance practices, materials and equipment. Has skill in the care and use of required tools and equipment. Has knowledge of and skill in the use of modern office equipment, including computers.

**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**

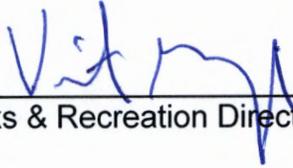
**Physical Ability**: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require 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.

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**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



\_\_\_\_\_  
Date