

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: PARK MAINTENANCE SUPERVISOR

General Function:

Supervises park maintenance personnel in the day to day operations of the parks, performing journey level functions and using independent judgment to accomplish tasks, which includes scheduling maintenance and new construction work and coordinating volunteer and special interest group projects. The work may involve electrical, plumbing and welding assignments.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Receives work assignments from the Director of Parks and Recreation.
4. Prepares weekly, monthly and quarterly work plans to meet established departmental goals and objectives.
5. Supervises and works with assigned maintenance crew in performance of daily activities, including building maintenance, pesticide application, pool maintenance, field set-up, mowing, trimming and general park maintenance.
6. Oversees the routine maintenance of equipment.
7. Operates heavy equipment, e.g. backhoes, loaders, and trenchers and drives trucks, as part of normal Park Department duties.
8. May assume the responsibilities of the Parks and Recreation Director for Park maintenance, in their absence.

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SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Graduation from high school or completion of the equivalent GED Certificate and college level course work in soils and fertilizer, plant identification, diseases, pests and pesticides and irrigation design required, Associate's Degree in Landscape Architecture preferred. May substitute degree for up to two (2) years of experience in a supervisory capacity. Must have knowledge of municipal operation and skill in dealing with citizens. Specialized skill requirements include carpentry, electrical, plumbing and heavy equipment operation, i.e. backhoes and dump trucks. Skill working with plans, specifications and blue prints, desirable.
- ii) Requires Oregon Commercial Driver's License, OHSD certification on signs, Oregon Governmental Pesticide Applicator's license, and a NRPA Playground Safety Technician certificate at time of appointment.

b) Training:

- i) Any satisfactory equivalent combination of experience and training as determined by the hiring authority which insures the ability to perform the work, may be substituted for the above.

2) Supervision:

Received: Work is performed highly independently under the general direction of the Director of Parks and Recreation. Is given broad policies and assigned activities with work reviewed for effectiveness, results obtained and conformance with established rules and regulations.

Exercised: Directly supervises park maintenance workers. Has full responsibility for training and assignment of work. Has authority to effectively recommend hiring, discipline, termination, performance appraisals, pay adjustments and counseling employees.

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3) Communication:

Contact with other City departments include daily contact with other departments regarding maintenance issues.

4) Cognitive Functions:

Personnel ordinance and the union contract govern supervisory responsibilities.

5) Working Conditions:

Adverse working conditions include work in inclement weather, especially when assisting other departments during emergency winter conditions.

6) Resource Accountability:

May commit City resources up to \$500 with two (2) authorized signatures. Has responsibility for directing the City's resources assigned in the park maintenance division budget for personnel, equipment or materials.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.