

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** PARK MAINTENANCE SUPERVISOR

Department: Parks & Recreation

Employee Group: Management and Confidential

FTE Status: Full Time

FLSA Status: Exempt

Salary Grade: 22

Date: January 2019

### 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 Parks and Recreation Department duties.

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8. May assume the responsibilities of the Parks and Recreation Director for parks maintenance, in their absence.

#### 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 Ornamental Horticultural or related field -preferred. May substitute degree for up to five (5) years of progressive experience within grounds maintenance, with some leadership/supervision. Must have knowledge of municipal operations and skill in dealing with citizens. Specialized skill or knowledge requirements include carpentry, electrical, plumbing and heavy equipment operation, e.g. backhoes and dump trucks, plant and turf identification and maintenance and irrigation practices and principles. Ability to read drawings, plans, specifications and blue prints, desirable.
- ii) May be asked to acquire Oregon Commercial Driver's License (CDL), OHSD certification on signs, Oregon Governmental Pesticide Applicator's license, and a Certified Playground Safety Inspector 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.

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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.

#### 3) Communication:

Relationships outside the City organization that must be established and maintained include: the Friends of the McLean House, Friends of the Library, Lions Clubs, City Parks and Recreation Board, Scouts, West Linn/Wilsonville School District, athletic associations, Garden Club, West Linn Fair Board, community service groups, professional associations and various vendors. Contact is frequent and communication level is moderately complex.

Contact with other City departments includes Planning, regarding plot plans and Public Works to exchange equipment and/or augment personnel. Less frequent and sporadic contacts are made with Library, Fire and Police regarding maintenance of grounds and occasionally safety and enforcement complaints.

Contact with City residents is frequent, while performing park maintenance and construction activities and while reviewing hazardous trees, etc.

#### 4) Cognitive Functions:

Personnel ordinance and the union contract govern supervisory responsibilities.

#### 5) Working Conditions:

Employees in this classification, work around toxic chemicals, perform garbage and rest room duties, may be required to lift heavy weights and work in inclement weather (i.e., ice and snow removal), which may cause physical injuries. Requires consistent physically demanding effort.

Work schedule is normal work hours, except during recreation season. May work a predictable weekend schedule and during snow season, may be called back for emergencies. May be required to attend evening meetings.

#### 6) Resource Accountability:

May commit City resources up to \$5,000 without approval if within approved budget. Has responsibility for directing the City's resources assigned in the park maintenance division budget for personnel, equipment or materials.

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*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.*

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Employee Signature

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Date