

# CITY OF HELENA



**Position Title:** Parks Maintenance Supervisor

**Department:** Parks and Recreation

**Division:** Parks Maintenance

**Grade:** 145

**FLSA:** Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

The purpose of this position is to supervise, assign, review and participate in the work of staff responsible for providing parks, tree, weed and swimming pool maintenance services; to assist in the implementation of department goals; and participate in the preparation and administration of the budget for the division.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

**Supervisory:** The position is responsible for the selection of assigned seasonal staff and participates in selection of assigned regular staff; plans, assigns, supervises, and reviews the work of assigned staff; coordinates or provides relative staff training; and works with employees to correct deficiencies or assists in implementing disciplinary actions. The incumbent also will verify work in progress and completed work of contractors for accuracy, proper work methods and compliance with applicable standards and specifications.

**Operations:** This position supervises the use and operation of tools, equipment and vehicles, and ensures that they are used safely, maintained and secured. Responsible for scheduling the service, repair and replacement of such equipment. The position identifies maintenance problems and areas, establishes schedules and methods for department property maintenance and upkeep, and prepares necessary records and reports including project status updates. The incumbent assists with the planning and layout of park and building repair or maintenance projects; estimates time, material and equipment costs; requisitions materials as required; and ensures work is being completed appropriately. This position also coordinates annual park, tree and weed inventory and evaluates the programs in place.

**Administrative:** This position participates in the preparation and administration of the park, tree and weed maintenance budget; prepares and submits requisitions for supplies, materials and parts and monitors expenditures and inventory. They will also respond to and resolve inquiries, comments and complaints from the public, staff or businesses as they relate to the parks maintenance division. Incumbent is responsible for coordinating, maintaining, processing, and balancing the department's timesheets for submission to payroll.

## **Essential Knowledge, Skills and Abilities Related to this Position:**

### **Knowledge of:**

- Operations, services and activities of a comprehensive park and building maintenance, repair and construction program
- Occupational hazards and standard safety precautions necessary in the area of ground and building maintenance work
- Principles and practices of supervision, training and performance evaluations
- Pertinent Federal, State and local laws, codes and regulations as related to this position
- Basic office practices, methods and computer equipment and software
- Principles and practices of swimming pool operation
- Grounds keeping methods, tree maintenance, weed control and irrigation programs

**Skill or ability to:**

- Drive and operate a motor vehicle safely
- Communicate effectively and tactfully with the public and co-workers
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics
- Independently perform the most difficult maintenance, repair and construction duties in the area of work assigned
- Accurately estimate material and supply needs
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

**Physical Demands:**

Must be able to sit, stand, walk, twist and lift up to 50 lbs; exposure to cold, heat, noise, outdoors, confining work spaces, chemicals, mechanical hazards and electrical hazards; ability to travel to different sites and locations.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a minimum of a two year degree in construction/maintenance technology or other related field; six years of responsible grounds and building maintenance and repair experience; and at least 2 years as a supervisor or leadman. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Must possess or obtain within six months of hire:

- Montana State Pesticide Applicators License,
- Certified Playground Inspector Certificate, and
- Certified Pool Operator (CPO) and/or Aquatic Facility Operator (AFO) License

**Supervision Received:**

General direction of Parks Superintendent

**Supervision Exercised:**

Direct supervision over regular and seasonal parks maintenance staff

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.