

POSITION DESCRIPTION

Class Title: **Grounds & Facilities Supervisor** Date: **08/28/17**
Department: **Parks & Recreation** Grade Number: **6**
Division: **Public Works** Salary Position

GENERAL PURPOSE:

Under general direction, responsible for year round grounds, building and general related equipment maintenance for the City of Urbana's parks and open green space areas. Plan, organize, direct, coordinate and supervise an effective seasonal and/or part-time staff. Work closely with the Public Works Superintendents and Facility Coordinator to achieve cost-effective, successful results; to perform related work as required.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Director of Public Works.

SUPERVISION EXERCISED:

Exercises administrative direction over all related support staff, part-time, contracted or seasonal personnel.

TYPICAL DUTIES AS RELATED TO CITY PARKS AND PUBLIC GREEN SPACE:

- Supervise the care and maintenance of lawns, shrubs and hedges, tree removal, planting and spraying, and weed eradication.
- Supervise the snow removal and de-icing of all city-owned and occupied public buildings.
- Supervise grounds maintenance crew in city related clean-up projects, and assist in special events projects and programs as required.
- Responsible for the procurement of any department related equipment and/or material.
- Perform periodic inspections of all assigned work areas.
- Maintain an appropriate (electronic) schedule of inspections and site visits and other records and reports as needed.
- Make recommendations of modifications/procedures.
- Instruct employees in the proper methods and use of equipment.
- Assure proper routine maintenance is performed on all motorized equipment.
- May be required to supervise heavy equipment operators.
- Operate all related equipment and make necessary minor repairs, as required
- Report to work as required under emergency conditions, as necessary.
- Perform related duties as assigned.

PERIPHERAL DUTIES:

Serves on various employee or other committees as assigned.

DESIRED QUALIFICATIONS:

Knowledge of: budget, personnel and planning practices; materials, equipment and techniques used in park construction and maintenance; native and ornamental plants used in parks and landscaping; methods for the control and eradication of plant pests and diseases; laws, ordinances and regulations governing park use; care and maintenance procedures for the full scope of park plants, trees and lawns; basic concepts of wildlife management; basic construction and repair methods of park buildings and facilities; record keeping and report writing methods; principles of supervision, training and evaluation.

Ability to: Communicate clearly and concisely, both orally and in writing; plan, organize, coordinate and supervise the work of subordinates; prepare and administer the appropriate portion of an annual budget and perform long-range financial planning; develop and maintain related records systems and write accurate reports from assembled data; establish and maintain effective working relationships with employees, other City officials and the general public.

Experience: experience in administration and management of public programs and/or facilities, or in the design, operation and maintenance of park and recreation facilities, including two years of supervisory experience.

Education: Minimum high school graduate.

Additional Requirement: Must possess a valid Ohio Driver License and acquire an Ohio Pesticide Applicators License within 18 months of employment, and maintain each as a condition of continued employment. Capable of acquiring and maintaining a State of Ohio Pool Operator's License, as required.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; motor vehicle and trailer.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is: frequently required to walk on uneven ground, sit, talk and hear; occasionally required to use hand to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; occasionally climb or balance; stoop, kneel, crouch, or crawl; occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES:

Formal application; oral interview, background investigation, and reference check; pre-employment drug screen; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Approval:

Human Resource Manager

Director of Administration

Director of Law