

APPLICATION NOTICE

City of Urbana

Grounds & Facilities Supervisor

The City of Urbana, Ohio is seeking to fill the position of Grounds & Facilities Supervisor. The Grounds & Facilities Supervisor is responsible for year round grounds, building and general related equipment maintenance for the City of Urbana's parks and open green space areas.

The Grounds & Facilities Supervisor will plan, organize, direct, coordinate and supervise an effective seasonal and/or part-time staff; is responsible for typical duties as related to City Parks and Public Green Space. A full position description is available on the City's website or by request.

The position is full time with City benefits and a pay range of \$44,151.00 to \$70,991.00 (pay dependent upon qualifications). Normal office hours are 7:00am to 4:00pm, Monday through Friday and serve on various employee or other committees as assigned.

The qualifications for this position include the following:

- ◆ 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 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 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 supervisory experience.
- ◆ Minimum High School Graduate, college degree or equivalent work experience preferred. 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.
- Applicants must submit a City of Urbana Application and resume including references and salary history. A full position description and application may be obtained at www.urbanaohio.com under employment opportunities or in the Human Resources Office on the top floor of the Municipal Building at 205 South Main Street, Urbana, Ohio 43078. Application deadline for first consideration is September 15, 2017 by 4:30pm. Applications/Resumes will be accepted until the position is filled. The selected candidate must successfully complete a background investigation and a pre-employment drug screen.

The City of Urbana is an Equal Employment Opportunity Employer and the City complies with the Americans with Disabilities Act.