

City of Alamosa Job Description

Position: Park Maintenance Supervisor

Reports to: Parks Superintendent

Supervision Exercise: Maintenance Crew

FLSA: Non Exempt

General Statement of Duties: Plans, organizes and supervises the staff and operations of the parks maintenance work crews; supervises regular maintenance of City Parks, park facilities, lawns, grounds, street medians and other cultivated areas in the City; assures that safe and clean park facilities are provided for residents.

NOTE: The essential functions and major responsibilities listed 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. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

Essential Functions:

1. Plans, coordinates and supervises the maintenance of landscape and grounds in assigned parks, recreation centers, municipal facilities, trails, ranch, and playgrounds, including inspection, maintenance, and management and improvement of City parks; evaluates maintenance issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing park facilities.
2. Coordinates the daily activities of assigned parks maintenance unit; coordinates and assigns staff, vehicles and equipment; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; establishes and enforces work methods, procedures and standards; assures that maintenance activities are in compliance with all laws, landscaping best practices, regulations, policies, and safety standards.
3. Supervises staff through appropriate work delegation; meets regularly with staff to discuss and resolve special projects and workload issues; provides assistance and training in technical issues and responsibilities; works with employees to correct performance deficiencies.
4. Supervises maintenance operations and resource allocations; prioritizes projects and inspects jobsites to assure quality work products and effective use of resources; oversees the maintenance of irrigation systems, inspects systems and repairs; plans and directs the application of pesticides, herbicides and fertilizers, and oversees work to assure the safe and effective application of materials.
5. Supervises special projects; identifies problem areas and implements solutions; orders and stages materials, supplies and equipment for special projects and assures projects meet goals and standards.
6. Supervises a variety of administrative activities including records management, employee scheduling, payroll reporting, and work activity reports; maintains inventories and

assures that adequate materials, supplies, and tools are available; reports and resolves safety conditions and security issues; processes and responds to work requests and complaints.

7. Supervises setup and teardown and other tasks for special City events as directed including occasional weekend, evening, and holiday hours.
8. Monitors work sites to assure that safety rules and regulations are adhered to, and that the work zones and all equipment are in safe operating condition.
9. Responsible for maintaining and repairing park amenities, including restrooms, play areas, picnic tables, benches, grills, etc.
10. Recognizes and reports unsafe acts, conditions, accidents and injuries.

Knowledge of:

1. City policies and procedures.
2. Methods, materials, tools and equipment used in parks maintenance.
3. Landscape and irrigation design and maintenance practices and standards.
4. Principles and practices of pesticide/herbicide application and plant disease identification and treatment.
5. Proper use and storage of chemicals, including OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.
6. Federal, state and City safety rules and regulations.
7. Occupational hazards and safety precautions.
8. Safe operation and maintenance of a wide variety of light and heavy equipment.

Ability to:

1. Understand and follow oral and written instructions in the English language.
2. Work cooperatively with other city employees and the public.
3. Supervise, train, and evaluate employees.
4. Use initiative and independent judgment within established procedural guidelines.
5. Troubleshoot repairs on irrigation systems and equipment.
6. Safely use of chemicals, pesticides, herbicides, and cleaning compounds.
7. Safely use and understand both power and manually-operated hand tools.
8. Assess and prioritize multiple tasks, projects and demands.
9. Operate a personal computer utilizing standard and specialized software.
10. Communicate clearly verbally and in writing, with tact and courtesy, in order to establish and maintain effective working relationships with supervisors, assigned personnel, other employees, and the general public.
11. Work safely without presenting a direct threat to self or others.

Education/ Experience Requirement:

1. High school diploma or the equivalent. Two years of post-secondary education in a related field is highly desirable.
2. Five or more years of experience in the maintenance and repair of park grounds and facilities.
3. Two years of experience in a lead or supervisory capacity is highly desirable.

- CPSI (Certified Playground Safety Inspector) certification required or the ability to be obtained within 6 months of employment.

Additional Requirements:

Will require operation of motor-driven vehicles/equipment to off-site locations for work or training. Must have an acceptable driving record with either a Class A or Class B CDL with airbrake endorsement or the ability to obtain one within six months of employment.

Material and Equipment Directly Used:

Power and manually-operated hand tools and equipment; light equipment such as generators, compactors, pumps, and chainsaws, trimmers; light and medium motor-driven equipment such as pickups, dump trucks, loader, grader.

Working Environment:

Approximately 85% of the essential duties/activities for the position are performed outdoors and on foot. Approximately 15% of the essential duties/activities are performed in a heated shop or office environment.

Required Physical Capabilities:

Essential duties include extensive standing and walking in adverse weather conditions such as extreme heat and cold while carrying equipment of various weights; frequent bending and stooping; frequent lifting and carrying equipment weighing over 50 pounds; operating motor-driven equipment, light and medium duty trucks and power and manually-operated hand-held tools and equipment.

- Physical activities required to perform essential duties include hearing conversation and traffic, speaking in an understandable voice; see well enough to operate-motor driven equipment in traffic and off-road, and to use power tools and manually-operated equipment.
- Position requires ability to walk or stand for long periods of time.
- Position requires sufficient strength and manual dexterity to grasp, hold, carry and use power, and manually-operated hand-held tools and equipment.
- Position requires the ability to stand, bend, stoop, reach and handle to perform maintenance activities, lifting and carrying objects heavier than 50 pounds.

ACTIVITY	Duration				
	Not at All	Occasionally	1-3 Hours	4-6 Hours	7-8 Hours
Lift/Carry					
0-10 lbs.				x	
11-20 lbs.			x		
21-40 lbs.			x		
41-60 lbs.		x			
Push/Pull					

0-20 lbs.				X	
21-25 lbs.				X	
26-50 lbs.			X		
51-75 lbs.			X		
75-100LBS.		X			
Bend				X	
Overhead Reach				X	
Twist/Turn				X	
Kneel/Squat				X	
Sit			X		
Stand/Walk				X	
Climb Ladder/Stairs				X	

Print Employee Name

Employee Signature

Date

Supervisor

Date