

PARKS MAINTENANCE SUPERVISOR

NATURE OF WORK

This is skilled supervisory work participating in and directing skilled, semi-skilled and unskilled workers engaged in the construction, renovation, fabrication, maintenance and repair of Parks and Recreation facilities, equipment and furnishings, hard surfaced roads, lots and bikeways.

Work involves responsibility for supervising and participating in the work of skilled, semi-skilled and unskilled subordinates involved in the various construction trades with emphasis on facility construction and renovation; fabrication of Parks and Recreation furnishings; and maintenance and repair of Parks and Recreation facilities, equipment and furnishings. Employees in this class are required to direct and participate in the work of subordinates engaged in major construction of Parks and Recreation facilities and furnishings. Major construction is defined as work which substantially alters the original architectural design of an existing facility or the construction of a new facility following architectural and/or engineering plans. General supervision is received from the Superintendent of Parks – Operations with work being reviewed through conferences and results achieved. Supervision is exercised over skilled, semi-skilled and unskilled subordinates.

EXAMPLES OF WORK PERFORMED

Supervises, plans and evaluates the work of subordinate employees; coordinates section activities.

Oversees the maintenance program for municipal swimming pools, fountains and lake pumps.

Participates in and supervises the maintenance and repair work performed in various construction trades such as plumbing, masonry, carpentry, electrical, welding, fabrication, heating and air conditioning.

Meets with outside contractors and sales representatives regarding plumbing, heating, air conditioning and electrical projects to discuss costs on bid pricing for replacement and remodeling; provides cost estimates from outside contractors on various construction and remodeling projects; obtains necessary permits and meets with inspectors on all projects as required by City code.

Determines short-and long-term maintenance goals for park facilities; coordinates projects with other sections, departments, contractors and outside groups.

Oversees the maintenance, new construction and remodeling of park facilities, furniture, concrete walks, park signage and other park structures.

Supervises major construction and renovation of Parks and Recreation facilities and furnishings.

Prepares and administers budget for assigned section; projects maintenance needs; monitors expenditures and overall budget; determines most cost effective products to purchase; maintains and updates computer and hard copy files.

Reads and interprets plans and blueprints; determines material needs for various Parks and Recreation projects; estimates and orders all materials needed to complete each project; prepares and submits job costs and progress reports.

Oversees heavy equipment excavation; dirt and material hauling; backhoe operations; road grading, snow removal, and asphalt installation and repair.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, processes, materials and equipment used in the construction, fabrication, maintenance and repair of parks and recreation related facilities and furnishings.

Considerable knowledge of the standard practices, processes, materials and equipment used in the construction, maintenance and repair of concrete and asphalt roads, lots, bath paths and walkways.

Considerable knowledge of swimming pool, fountain and lake pump operations and maintenance.

Considerable knowledge of the hazards involved in construction work and precautionary measures to be taken.

Considerable knowledge of City building code requirements in the construction trades.

Considerable knowledge of the interpretation of sketches, blueprints and other technical instructions.

Knowledge of parks and recreation facilities as related to material, construction, maintenance and repair requirements.

Ability to make accurate estimates of time and materials required for construction and maintenance work.

Ability to plan, organize and supervise the work of subordinates engaged in a variety of construction, maintenance and repair work.

Ability to establish and maintain effective working relationships with outside contractors, neighborhood groups, coworkers and the general public.

Ability to use a computer for research and information retrieval.

Skill in the use of all equipment related to the areas to which assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and two years of experience at the journey level in one or more construction trades such as plumbing, carpentry, masonry and electrical or two years of experience in construction, maintenance and repair of facilities, including six months of supervisory experience, in construction, maintenance and repair activities; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.