



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
PARKS SUPERVISOR

FLSA Status : Exempt
Bargaining Unit : Non-Bargaining
Salary Grade : UC41

CLASS SUMMARY:

The Parks Supervisor is the supervisory level of the Maintenance and Operations series. Incumbents are working supervisors responsible for the daily parks maintenance and facilities management of City-owned buildings, grounds and properties. Responsibilities include supervision of maintenance activities and semi-skilled and skilled maintenance staff, planning, prioritizing and assigning work, serving as the department liaison, making budget recommendations, reviewing billings, soliciting bids, preparing regulatory reports, and coordinating work projects. Duties include participating in departmental, City and community meetings.

Incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation of subordinates.

The Parks Supervisor is distinguished from the Municipal Services Specialist by its focus on supervisory responsibility for field, construction, and/or maintenance operations.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
- ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
- ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Supervises departmental staff as assigned including coordinating and directing work flow, making work assignments, providing training, making disciplinary and hiring recommendations and conducting performance evaluations.
- Assists staff in City grounds repairs and maintenance; plans, evaluates and schedules short-term maintenance activities and operations; and coordinates weekly priorities and schedules.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Conducts routine safety inspections of equipment, tracks repair work, and provides training and oversight to field crews.
 - Participates in the development and administration of preventative maintenance schedules and long-range landscape and hardscape replacement and maintenance planning.
 - Makes recommendations and participates in preparing the annual operating budget for the Parks Division.
 - Researches and purchases supplies, tools and equipment and ensures adequate inventory is available for day-to-day operations.
 - Participates in committees and meetings serving as the liaison to City Departments, external organizations and citizens.
 - Performs other duties of a similar nature or level.
-

Training and Experience (positions in this class require):

An Associate's Degree and five years of directly related experience including two years of progressively responsible lead or supervisory experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C

The following items are preferred at hire and required by completion of the trial service period:

- Oregon Aquatic Facility Operator or Pool Operator Certificate
 - Oregon Pesticide Applicator License
-

Knowledge (positions in this class require):

Knowledge of:

- Safe use of a large variety of hand and power tools;
- Safe operation of various light, medium and heavy equipment;
- Safety practices and OSHA standards;
- Utility, buildings and/or ground maintenance principles and practices;
- Ground maintenance and landscaping practices and principles;
- Plant health and disease sufficient to maintain a healthy park environment;
- Vegetation maintenance and management;
- Irrigation systems;
- Pool operation, cleaning and maintenance;
- Playground safety practices and regulations;
- Plumbing practices;
- Conflict resolution;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Providing professional and courteous customer service;
- Properly using personal protective equipment;
- Safely operating a motor vehicle;
- Basic computer operation and related software programs;
- Troubleshooting, diagnosing, and repairing minor equipment issues;
- Safely operating a forklift and heavy equipment;
- Safely operating ground and landscape equipment;
- Application of paint on a variety of surfaces;
- Safely handling and applying herbicides;
- Installing and repairing irrigation systems
- Public speaking and presentation;
- Providing positive, effective leadership and supervision to staff;
- Appropriate and effective independent decision making;
- Maintaining confidentiality;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, inadequate lighting, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Incumbents must pass a full background investigation and pre-employment drug screen.

Classification History:

Adopted by Council April 4, 2018, Resolution No. 18-6658