

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Parks Supervisor
DEPARTMENT: Public Works
REPORTS TO: Parks Superintendent

SALARY GRADE: 16
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Supervises, directs and oversees the activities and operations of the maintenance and care of City parks, grounds contracts; prepares budgets for assigned area of responsibility.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Determines methods and procedures used in cleaning, repairing and construction of park and playground facilities and maintenance, construction and development of athletic fields; schedules routine and special maintenance activities related to parks and grounds; directs and inspects all work performed by the crew.

Schedules and supervises repair of equipment by the crew; operates a variety of parks equipment and maintenance vehicles, and assists in their maintenance; plans and determines manpower and material needed for specific area assignments;

Trains employees in the safe use of equipment and in parks and grounds maintenance procedures.

Coordinates with the Department of Recreation the preparation of athletic fields and parks facilities for recreational program use.

Supervises and conducts vehicle and equipment maintenance and repair.

Collects data and maintains necessary records relating to scheduling of crew activities, time spent by crew members on various activities and cost accounting.

Corrects employees who use incorrect procedures or violate personnel regulations, either verbally or in writing, and recommends disciplinary action to the Director of Public Works when appropriate.

Prepares written reports for applicable processes, purchases, procedures.

IMPORTANT JOB FUNCTIONS:

Participates in the screening and selection of new personnel for the Parks and Grounds crew

Participates in the performance evaluation of crew members;

Coordinates with the Director of Public Works or his/her designee on snow removal activities;

Supervises tree trimming and removal.

Requisitions equipment and supplies needed for the maintenance of parks and grounds and assists the Director of Public Works or his/her designee in the establishment of standards and specifications for items to be purchased and the selection of suppliers.

Assists in the preparation of the annual budget for parks and grounds.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	General Office Equipment	Construction Vehicles	Construction Equipment
Power Tools	Hand Tools		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or equivalent; and,

Five to seven years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Maryland Commercial Drivers License

Playground Safety Inspectors Certification Card from the National Playground Safety Institute

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Landscaping and grounds maintenance operations such as weeding, sodding, rolling, mowing, raking and irrigation of grounds and the spraying and pruning of trees.

Park maintenance equipment and tools; the ability to assess, develop and supervise a park system and related facilities.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to lead, supervise and train employees in the park system

Ability to establish effective working relations with other public works crews, recreation personnel and the general public.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand, walk and sit; use hands to finger, handle, feel or keyboard; speak and hear; climb or balance, stoop, kneel, crouch, or crawl; reach with hands and arms; climb stairs; ascend and descend stairs, ladders, ramps, scaffolding, etc.; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; use color, texture, sound, shape and odor perception; push, pull and/or lift up to 50 pounds; lift and/or move up to 50 pounds.

Working Conditions:

Work is performed in a normal office environment and in the field and warehouse exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, radiation, explosions, falling from high, exposed places, and/or toxic or caustic chemicals.

The incumbent's working conditions are typically moderately loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.