

**City of Pendleton**

**Job Description**

**Parks Supervisor**

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| **Department**:  Parks and Recreation | **FLSA**: Non-Exempt (Pending Review) |
| **Reports to**:  Parks and Recreation Director | **Representation**:  Unrepresented |
| **Pay Range**:  Supervisory Salary Plan, Range 4 | **Date**:  1/27/2020 |

**GENERAL POSITION SUMMARY:** *Briefly describe why this position exists.*

Serves the citizens and visitors of the City of Pendleton, through parks, recreation, and other services as necessary. Provides general supervision over all park operations. Assigns work for crew, and manages compliance with safety regulations and City policy. Works closely with the Park and Recreation Director to assess need and assign resources accordingly.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.*

1. Operations Responsible for the practical application of goals set by the Park and Recreation Director through distribution of staff, equipment, scheduling, performance checks, and ensuring quality of work for parks department. Organizes and implements day-to-day maintenance projects including irrigation, mowing, restroom maintenance, trash collection, grave preparation, leaf and snow removal. Assists, and assigns crew to assist with recreation, aquatic, or other City or community needs as necessary.
2. Supervision Provides supervision to Parks & Cemetery employees. Hires, trains and supervises full and part-time parks staff. Evaluates performance of subordinate employees and provides leadership through modeling and mentorship. Corrects performance deficiencies and disciplines employees when needed.
3. Financial Responsible for ordering products and services within the confines of the parks budget. Utilizes competitive purchasing strategies. Stays up to date in cost saving strategies in the Parks industry.
4. Communication Communicates with office staff to assure that activities, programs, and events are properly coordinated, including funerals and community events. Coordinates maintenance activities such as irrigation repair, painting, or playground equipment repair to assure there is no conflict with booked activities at the Park and to assure that pertinent information is available to the public, such as a temporary closure for repair.
5. Regulatory Assures compliance with codes and regulations for parks operations.
   1. Must have current Playground Safety Inspector (CPSI) to stay current with state and federal regulation on playgrounds.
   2. Holds other certifications as assigned by the Parks Director.
6. Landscaping Directs and participates in the planning and installation of landscape projects including irrigation systems, planting, and amenity installation. Prepares small scale landscape plans and assists with the design and research of major landscaping projects. Assists in the selection, planting, maintaining and removal of trees throughout the parks and cemetery.
7. Projects Organizes and completes park improvement projects such as shelter or restroom construction, installation of athletic fields, play equipment, irrigation, or landscaping improvements. Makes recommendations to the Director for future improvements and/or to increase efficiency or safety.
8. Records Maintains records, equipment, and supplies for the Parks division. May assist with inventory, maintaining Safety Data Sheets, electronic time sheets for employees, and other record-keeping as required by the Director.

**IMPORTANT FUNCTIONS:** *List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.*

1. Performs a variety of miscellaneous duties such as, participating on committees, and assisting with other city programs and activities.

2. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *If the position is in a series (i.e. Office Specialist 1, 2, 3), describe what separates this job from the others in the series.*

Position not in a series.

**JOB SPECIFICATIONS:**

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Associates Degreein Horticulture, landscaping, or closely related field is preferred, but not required for the position; and
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe experience: Two years of experience with demonstrated skill organizing parks maintenance activities and/or supervision.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Certification as a Certified Playground Safety Inspector required within 1 year of hire.

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

1. Knowledge of methods and procedures of park maintenance;
2. Ability to direct development of park and facility improvements;
3. Knowledge of the use of parks equipment and tools, and building maintenance and repair;
4. Ability to hire, train, evaluate, and supervise employees and volunteers;
5. Ability to communicate effectively, both orally and in writing;
6. Ability to research improvements, prepare cost estimates, recommendations, and write reports;
7. Ability to evaluate programs and staff;
8. Skill in organizing, planning and maintaining records;
9. Ability to work flexible schedule to meet various needs.
10. Ability to work independently in the absence of supervision.
11. Knowledge of City and State policies, procedures, regulations, and codes related to parks maintenance and construction.
12. Knowledge of safety standards, practices and procedures applicable to area of assignment.
13. Knowledge of data entry, and word processing.
14. Ability to respond to emergencies outside standard working hours.
15. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, etc.), attend meetings, training, etc.
16. Ability to establish and maintain effective working relationships.
17. Ability to work as a positive and effective team member.
18. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
19. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. Vehicle - Pickup and trailer
2. Variety of hand tools as well as power tools such as drills, saws, etc and various electronic test instruments used in performing maintenance and repair tasks.

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: Utility workers, seasonal employees, part time staff.
2. This position does provide lead worker direction for projects where other divisions and supervisors are involved.
3. This position reports to the Parks and Recreation Director. Supervision received is (Choose one):

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

Primarily with other City staff and/or customers.

Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed both indoors and outdoors. Work is may be performed in all weather conditions.
2. Strength Rating (see attached definitions) is: Heavy .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

Office environment / no specific or unusual physical or environmental demands.

Work on and around heavy construction equipment 10%

Exposure to toxic elements/hazardous chemicals 5%

Work at heights in excess of 20 feet 1%

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) 1%

Exposure to weather or temperature extremes 10%

Isolation \_\_\_\_%

Exposure to light or noise extremes \_\_\_\_%

Regular travel outside the City \_\_\_\_%

Risk of injury: work in unpredictable environment (list) 1%

Significant physical exertion required to complete construction projects 5%

Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 7:00 a.m. – 3:30 p.m. Monday – Friday. Variations include (check all that apply):

Frequent or regular overtime

Subject to emergency call out

Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of assets (choose one):

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted:

Adopted:

Revised:

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.