



City of Irving Job Description

Parks Maintenance Supervisor

FLSA Status:	EXEMPT	Job Department:	Parks & Recreation
Job Code:	P261	Reports To (Job Title):	Assistant Parks & Recreation Director or Park Services Manager

PURPOSE

To coordinate park operations in an assigned area or district and direct personnel, equipment and supplies to achieve district, division and department objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Schedule, monitor and supervise the work activities for the assigned district.
- Schedule, monitor and supervise the "infrastructure projects" for the Parks system.
- Inspect and monitor park properties for maintenance, vandalism, repairs and hazards.
- Develop, administer and monitor assigned park divisional budget.
- Maintain records on equipment inventories, playground inspections, park certifications, as well as for security activities.
- Prepare quarterly district work plans identifying specific goals and objectives.
- Assist in preparing monthly, quarterly and annual district performance reports.
- Coordinate support of special events with other City divisions, departments & community organizations.
- Participate in the development of department policies and procedures.
- Participate in development of long and short term strategic planning.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide support and assistance to other City departments.
- Assist and participates in preparing reports and presentations given to the Parks and Recreation Advisory Board and City Council.
- Assist in resolving customer service complaints.
- Receive and respond to "after hours" call outs and emergency situations.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 18-30 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position administers approximately \$175,000/year.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to an Associate's degree from an accredited college or university with major coursework in a closely related field.

EXPERIENCE

- At least five (5) years of related experience, with at least one (1) year supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.

KNOWLEDGE OF

- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Construction Principles: Participates in the processes of: materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Reaction Time: Quickly responding (with the hand, finger, or foot) to signals (sound, light, picture, and so on).
- Typing: Accurately entering information using computer keyboard, which includes inputting data daily based on inspection results.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

External and internal customers, vendors, salespersons, other departments and consultants.

EQUIPMENT AND PROPERTY

This employee operates City vehicles, various office equipment, such as computers, calculators, telephone, FAX machine and copiers; further, grounds Maintenance equipment, including various mowers and trimmers, hand tools and power equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to balance, carry, climb, drive a vehicle, grasp, handle, feel, listen, see, and/or walk. Frequently, s/he is required to kneel, lift up to 50 pounds, reach, sit, stand, stoop, and/or talk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee frequently is exposed to extreme vibration, dirty environment, outside weather conditions, and/or moving mechanical parts. The employee occasionally is exposed to electrical hazards and/or high and precarious work places. The noise level in the work environment is usually high.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.