

## **CLASS TITLE: PARKS MAINTENANCE SUPERVISOR II**

**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for the maintenance for parks and recreational facilities, and developing and implementing maintenance standards; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Plans, coordinates, assigns and supervises the work of subordinate supervisors and staff in the maintenance of Park and Recreation facilities
- Interviews, trains, and evaluates subordinate personnel to meet performance measures and standards
- Supervises computerized work orders and inventory systems to ensure effectiveness and efficiency of unit's operation
- Prepares and maintains the unit's operations budget and capital budget as outlined in the yearly budget and develops activity based costing methods to ensure efficient use of resources
- Instructs subordinates in safety, methods of work operation, maintenance of equipment, and other special areas to improve efficiency
- Consults with and reviews the work of subordinates and advises them on policies, processes/procedures, practices, and problems of an unusual nature to ensure efficiency of operations
- Prepares personnel, equipment, materials and labor, and other reports as necessary to meet desired measurements
- Makes field inspections of work in progress to determine adherence to established standards, correcting those not meeting the established standards
- Manages surplus and equipment replacement and prepares efficiency reports on equipment usage
- Assists with long-range planning and scheduling to meet the department's vision statement
- Responds to public inquiries and handles citizen complaints
- Must report to work on a regular and timely basis

In addition to the above tasks, the following essential tasks may be required by the individual sections.

### Utility Systems Operations

- Plans, coordinates, assigns and supervises the work of subordinate supervisor and licensed trade staff in the installation, maintenance, and repair of Park and Recreation buildings and facilities heating and air conditioning equipment, electrical service and equipment, potable water systems and equipment, irrigation systems, pumps systems and equipment
- Develops and reviews technical specifications and plans for contractual maintenance and services and capital projects, consulting with contractors, regulatory agencies, and others to assure compliance with code regulations and guidelines, submitting changes, revisions, and additions when necessary
- Applies for annual industrial permit and maintains records for protective inspections review of code compliance
- Develops and schedules staff in preventive maintenance of sport field and security lighting systems
- Trains recreation center staff on safety and facility utilities
- Formulates plans for emergency work projects

### Parks Turf grass and Sports field

- Plans, coordinates, assigns and supervises the work of subordinate supervisors and staff in mowing routes, herbicide spray applications, set-up and maintenance of ball fields
- Reviews and reports on turf grass and chemical industry advances
- Assists with maintenance and technical agronomy decisions for both golf courses
- Tracks and makes recommendations of vehicle and equipment replacement for the department
- Keeps chemical application records and inventory of all applications made for the parks department on file for the Department of Agriculture and the City of Tulsa Fire Department

- Maintains chemical inventory for annual compliance audit for Stormwater permit for EPA

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

**QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in construction management, horticulture, park administration, public or business administration or a related field, and three (3) years of progressively responsible experience in construction and maintenance work, including two (2) years of experience in parks maintenance and repair; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials, practices, and techniques involved in light construction and park maintenance care; good knowledge of turf maintenance practices; good knowledge of the municipal park system and the principles, practices, and procedures of park administration; and good knowledge of the methods of operation, applications, and care of light and heavy maintenance equipment. Ability to plan, coordinate, and supervise the activities of a large group of workers engaged in park maintenance, construction, and repair; ability to determine by inspection quality of materials and work performed; ability to determine maintenance needs by inspection and to schedule work in a manner conducive to unit's standards while producing effective and efficient services; ability to effectively utilize written and verbal instructions and to work from engineering plans and specifications; and strong matrixing ability in communications to interrelate to internal and external groups to negotiate, establish and realize objectives; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and some positions may require possession of an Oklahoma State Agriculture Department noncommercial pesticide/herbicide applicator's license.

**WORKING ENVIRONMENT:** Working environment is indoors and outdoors and may be subject to inclement weather conditions; requires some travel to various City locations; subject to call out 24 hours a day; and frequent shift changes may be necessary to meet customer's needs.

**Class Code: 1174**

**EEO Code: E-07**

**Pay Code: EX-36**

**Group: Labor and Trades**

**Series: Labor and Trades Supervision**

**Effective date: July 1, 2000**