

CLASS TITLE: PARKS SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for supervising maintenance, construction and repair work involving a variety of City properties, utilities, facilities and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, assigns, coordinates and supervises crews in various maintenance, construction, repair and inspection activities involving municipal properties, facilities and equipment
- Supervises subordinates involved in the maintenance and repair of utilities, streets, parks, buildings, playgrounds, drainage systems and public use facilities
- Directs equipment operation, including moving, grading, hauling and removal activities
- Supervises skilled and semiskilled workers engaged in carpentry, concrete, asphalt, plumbing, electrical, mechanical maintenance, graffiti abatement, playground inspections and welding activities
- Monitors and inspects new construction and renovation projects, expenditures, expirations and renewals
- Directs the work of subordinates in fence installations, sidewalk and trail repairs and monitors activities to ensure compliance with Okie One Call System
- May interview, train and evaluate subordinate personnel
- Provides written and verbal reports to management concerning work progress, operational concerns and planning assessments
- Completes and maintains various records, files, reports and verifies labor and material use
- Writes purchase order requisitions and monitors purchase card expenditures
- Maintains physical inventories of materials, tools and equipment to ensure adequate inventory for daily and future projects
- Completes Fleet Justification Forms for the replacement of vehicles and equipment
- May assist in developing and monitoring of budgets
- Coordinates, monitors and enforces City policies
- Investigates injuries, incidents, accidents and resolves citizen complaints
- Monitors compliance to various governmental regulations
- Determines worksite safety equipment and practices and enforces safety policies to protect employees, citizens and facilities
- Monitors the work of contractors and attends project progress meetings
- Reviews incoming work requests and establishes priorities and the appropriate staff for completion
- Formulates plans for emergency work projects
- Supervises and monitors the section's equipment preventive maintenance and repair program and other maintenance activities
- Assists in review of plans and specifications for new construction or renovation projects
- May conduct pre-work and public meetings for companies bidding on City contracts
- May evaluate existing maintenance contracts and write new or edit existing specifications
- May review contracts and lease requirements for compliance
- Must report to work on a regular and timely basis.

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

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and six (6) years of experience in the appropriate fields of construction, maintenance and/or repair work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be

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eligible for an additional one step increase upon completion of sixty (60) accredited college hours (or associates degree from accredited college) and one year of employment in the position.

Knowledge, Abilities and Skills: Comprehensive knowledge of modern methods, materials, practices and techniques of maintenance, repair and construction work; comprehensive knowledge of safety policies and practices; and good knowledge of supervision practices and techniques. Ability to plan, organize and supervise through subordinate personnel the activities of workers involved in maintenance and repair work; ability to work from engineering plans and specifications; ability to make material and labor costs estimates; ability to inspect, keep records of work performance and to determine the quality of work performed and the type and method of maintenance required; ability to independently make quick decisions in the field; ability to use computers for field reporting; 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, carrying, pushing and pulling up to 50 pounds and frequent lifting and carrying up to 10 pounds; may be subject to walking, standing, reaching, balancing, bending, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Driver's license

WORKING ENVIRONMENT: Working environment is outdoors and in inclement weather and indoors in an office setting; may be exposed to weather/temperature extremes, traffic, confined spaces and open trenches; requires some travel to various remote locations to supervise crews and conduct inspections and meetings; and subject to being on call 24 hours a day.

Class Code: 1189

EEO Code: E-07

Pay Code: EX-32

**Group: Labor and Trades Series:
Labor and Trade Supervision**

Effective Date: Monday October 8, 2018