



## **POSITION DESCRIPTION**

**Title:** Public Works Supervisor – Parks  
**Department:** Public Works  
**Status:** Full-time, Exempt  
**Immediate Supervisor:** Public Works Maintenance Manager

### **SUMMARY OF POSITION**

The Public Works Supervisor-Parks performs a variety of supervisory, administrative, skilled, technical and maintenance work in the planning, construction, inspection, operation, repair, maintenance and replacement of City parks facilities and systems. Assists other Public Works divisions to ensure maximum efficiency, economy and effectiveness in providing and maintaining high quality services to the public.

### **A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for providing construction, maintenance, and repair services and activities for assigned areas and facilities including park lands open space, outdoor sports facilities, landscaped areas, and municipal parking lots; provide maintenance for building and grounds for all City buildings.
2. Participate in the selection of assigned staff; provide or coordinate staff training, including in the areas of work methods, techniques, and the use and operation of equipment; work with employees to correct deficiencies; implement discipline procedures.
3. Recommend and assist in the implementation of goals and objectives; identify maintenance problems and areas; establish schedules and methods for providing park maintenance, repair and construction services; implement policies and procedures.
4. Plan and lay out park landscaping, repair and construction work projects; prepare time, material and equipment estimates for assigned jobs; prepare specifications for material and equipment purchases; requisition and purchase supplies and materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; select appropriate equipment and materials to complete the work according to specifications, verbal instructions and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.
5. Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

Supervise and participate in the use and operation of tools, equipment, and vehicles utilized in assigned projects.

6. Participate in the preparation and administration of the assigned budget; submit budget recommendations; prepare and submit requisitions for supplies, materials and parts, monitor expenditures.
7. Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material and equipment use records.
8. Assume responsibility for the maintenance of a variety of plants and trees in City's parks; supervise and participate in planting, trimming, removal and care of City landscaping.
9. Identify and monitor pest problems affecting City landscape; assume responsibility for the proper application of pesticides.
10. Inspect municipal park grounds, facilities, medians, and equipment for needed maintenance and repairs; recommend corrective action.
11. Assist in a variety of Department operations; perform special projects and assignments as requested.
12. Respond to and resolve inquiries and complaints.
13. Coordinate assigned services and activities with those of other departments, outside agencies and the general public.
14. Perform the most difficult maintenance and repair duties in the area of work assigned.
15. Serves as a member of the Public Works supervisory team and may be called upon to manage and supervise work activity in the other Public Works divisions.
16. Serves as the Public Works Department liaison to and work closely with the Parks and Recreation Department.

## **B. OTHER DUTIES AND RESPONSIBILITIES**

1. Review capital improvement plans related to assigned services; make recommendations regarding future maintenance activities.
2. May be called up to temporarily perform the duties of the Public Works Maintenance Manager if so assigned by the Public Works Director.
3. Ability and willingness to manage after hour activities and emergencies i.e. water main breaks, sanitary sewer backups, snow and ice control, seasonal storm events, etc.
4. Other duties and responsibilities as assigned.

## **C. NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. Operation, services and activities of a comprehensive municipal park grounds and facilities construction, maintenance and repair program.
2. Principles of supervision, training and performance evaluation.
3. Materials, methods, practices and equipment used in municipal park grounds, median landscape maintenance, and facilities construction, maintenance and repair activities.
4. Types and level of maintenance and repair activities generally performed in a municipal park grounds and facilities construction, maintenance and repair program.
5. Methods and techniques of landscape construction.
6. Methods, materials, tools and techniques used in propagating, planting, pruning and caring for trees, plants and shrubs.

7. Principles and practices of ornamental horticulture.
8. Planting mixtures and fertilization requirements.
9. Plants, pests and diseases and methods of their control and eradications.
10. Chemicals and sprays commonly used for plant and grounds care and their proper application.
11. Recent developments, current literature and sources of information related to municipal park grounds and facilities construction, maintenance and repair.
12. Occupational hazards and standard safety practices necessary in the area of park construction, maintenance and repair work.
13. Applicable policies, procedures and codes related to the construction, maintenance and repair of park grounds and facilities.
14. Modern office practices, methods and computer equipment and software.
15. Effectively select, train, supervise, organize, review and evaluate the work of maintenance staff.
16. Principles and procedures of record keeping and reporting.
17. Principles of budget preparation and control.
18. Organize, direct and implement maintenance schedules.
19. Conduct studies, prepare memorandums and determine cost effective ways for conducting the assigned field maintenance operations.
20. Research, analyze and evaluate new service delivery methods, procedures and techniques.
21. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
22. Interpret and apply policies, procedure, laws and regulations applicable to assigned programs and functions.
23. Select and maintain machinery and equipment used in the area of work.
24. Monitor budget and assist in the preparation of parks maintenance division budget  
Prepare and maintain records and prepare comprehensive technical and statistical reports.
25. Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
26. Identify park grounds and facilities maintenance and repair needs and take corrective actions.
27. Ensure the maximum utilization of labor, equipment and supplies.
28. Accurately determine project material needs and costs.
29. Respond to requests and inquiries in a timely manner.
30. Independently perform the most difficult park maintenance and repair duties in the area of work assigned.
31. Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
32. Safe driving principles and practices. Maintain a safe driving record.
33. Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
34. Communicate clearly and concisely, both orally and in writing.

**D. MINIMUM REQUIREMENTS**

1. High School diploma, GED, or equivalent.
2. Valid Minnesota Class B Drivers License with a good driving record.
3. Successful completion of the City’s physical examination including drug testing, if required.
4. Five years experience in Public Works Maintenance activities and the equivalent knowledge and skill of the City’s level A Maintenance Worker with supervisory or lead experience.
5. Qualified to perform task and operate equipment related to the position and Public Works maintenance activities.
6. Must be able to obtain necessary licenses/certificates within one (1) year of hire date.

**E. DESIRED QUALIFICATIONS**

1. Graduation from technical college or community college with training in Public Works operations.
2. Specialized training or education in landscape design or construction, horticulture, or maintenance technology.
3. Experience and training in a variety of public works areas and overseeing facilities maintenance.
4. Ability to type 30 good wpm.

**F. TOOLS AND EQUIPMENT USED**

Tools and equipment essential to this position will be consistent to those found in the construction, utilities, landscaping, street and vehicle maintenance trades.

**G. WORK ENVIRONMENT**

The Public Works Supervisor functions in a varying work environment depending on the circumstances. Work is primarily achieved in the office, within a motor vehicle, operating heavy and/or light equipment, and is often outdoors often under adverse weather conditions. Position periodically involves manual labor and requires the use of hand tools, power tools, heavy and light construction and maintenance equipment. The position includes, exposure to a variety of chemicals and noise due to maintenance activities, as well as heights

**H. PHYSICAL DEMANDS (\* = ESSENTIAL TO JOB)**

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|-----------|---|
| *Sight    | reading maintenance manuals and use of measuring equipment, driving under all weather conditions and plowing under adverse weather conditions |
| *Hearing  | monitoring radio communications, verbal inquiries from supervisors, the public and other employees  |
| *Speech   | able to effectively communicate   |
| *Smelling | detecting hazardous materials, gases, chemicals or fumes  |

