

APPLICANT MUST SUBMIT 10 YEAR CERTIFIED DRIVING RECORD WITH APPLICATION

**CITY OF ANDERSON, SOUTH CAROLINA
CLASS DESCRIPTION
2017**

CLASS TITLE: PARK MAINTENANCE SUPERVISOR

STARTING SALARY

\$35,674 DOQ

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to plan, coordinate and supervise the maintenance and upkeep of City recreation facilities and parks, and to perform related supervisory and technical work as required. This class works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic conferences and meetings.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Plans, organizes, assigns and supervises all recreation building and park maintenance operations and activities. Coordinates the daily activities of park maintenance department. Ability to plan and supervise the work of multiple staff performing a variety of job functions at different locations.

Supervises subordinate staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; assisting with the selection of new employees; acting on employee problems; allocating personnel; recommending and approving employee discipline, and recommending discharge as appropriate.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Provides for adequate staff training.

Conducts regular inspections of parks and recreation facilities as part of an on-going maintenance and planning process.

Procures maintenance and cleaning supplies and equipment; ability to perform janitorial skills, monitors expenditures and prepares related reports; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Establishes building and park maintenance standards and schedules; establishes and maintains an efficient work order system; receives and supervises the timely completion of all work orders.

Assists subordinates with maintenance work as required.

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In cooperation with the Division Director, identifies needed improvements to the departmental properties, facilities and equipment.

Coordinates and supervises minor renovation and construction projects. Ability to perform basic carpentry, plumbing and electrical work. Installs, maintains and repair various plumbing systems, including but not limited to bathroom fixtures, water heaters/coolers, water lines and fountains. Repairs electrical components and equipment, such as, electricals outlets, switches, light fixtures, ballasts, etc.; changes light bulbs as needed. Install and/or repair park grills, picnic tables, trash receptacles and park benches.

Operates vehicles, trucks, equipment such as a tiller, mower, blower, weedeater, edger, and other power and hand tools as necessary to complete tasks.

Maintains assigned tools and equipment.

Coordinates and supervises the custodial maintenance of City parks, shelters, public restrooms within the parks.

Estimates the cost of projects; obtains bids for materials and services.

Inspects work in progress and completed to ensure compliance with City and department policies, procedures and standards of quality and safety.

Sets up rooms and facilities for meetings and events as requested. Assists with special projects as assigned.

Coordinates assigned activities with those of other City divisions, departments and outside agencies as appropriate.

Responds to emergency calls during non-working hours as needed.

Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

Performs general office work as required, including preparing reports and records, copying and filing documents, answering the telephone, etc.

Attends meetings, training, seminars, etc., as necessary to maintain and enhance job knowledge and skills.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope.

PEOPLE INVOLVEMENT:

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

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COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing supervisory work involving policy and guidelines, solving both people- and work-related problems.

MATHEMATICAL REQUIREMENTS:

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing specialized technical or entry-level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid state driver's license.

EXPERIENCE REQUIREMENTS:

Requires extensive knowledge of park, building and custodial maintenance and experience at a supervisory level.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium work that involves walking, standing, stooping, stretching or lifting some of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS:

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The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic/caustic chemicals, and explosives.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

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JUDGMENTS AND DECISIONS

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Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment; responsible to assist in developing policy and practices.

ADA COMPLIANCE

The City of Anderson is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.