

PARKS MAINTENANCE SUPERVISOR

NATURE AND PURPOSE OF WORK

Position provides administrative and supervisory services for the parks maintenance section of the Department of Parks, Arts, Recreation & Culture as well as participates in maintenance activities when a foreman is on leave or during especially complex, unusual, or dangerous maintenance. Work is typically coordination, planning, and communications, as well as oversight of a large inventory of assets and equipment, while deferring policy decisions to the manager. Incumbent works under the general direction of the Programs and Maintenance Manager and has supervisory responsibility for foreman leading crews in widely-dispersed locations and a maintenance supervisor and staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Reviews attendance each morning, checks maintenance schedules, reviews work assignments with foremen, keeps track of locations of crews, inspects work in progress, and decides priorities in allocating resources. Replaces absent foreman or designates crew leader, approves purchases, orders supplies, and ensures practices conform to policies, procedures, and safety protocols. Evaluates and responds to reports of need for maintenance from public, management, and employees; follows up on progress. Coordinates regular inspections of playground equipment and other assets throughout parks, such as bleachers, tables, benches, pavilions, courts, etc. Monitors attendance and coordinates vacation schedules. Supervises preparation of time sheets and absence reports, ensuring conformity with attendance policies. Conducts staff meetings as required to ensure communications of policy and directives. Keeps records of counseling of employees and any discipline matters.

Perform related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of lay out, location and characteristics of recreational facilities, parks and athletic fields throughout the parish.

Thorough knowledge of grounds maintenance materials and methods.

Knowledge of building maintenance and construction.

Ability to plan, assign, and follow up on work of subordinate foremen.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to read, interpret and apply policies, procedures and civil service rules.

Ability to use computers as related to the area of assignment.

Ability to perform supervisory duties.

Ability to form and maintain productive working relationships with employees, elected officials, contractors, and users of recreation facilities.

DESIRABLE TRAINING AND EXPERIENCE

College level education in field related to administration of building, parks and athletic facility maintenance, supplemented by prior working experience in recreational grounds and facilities maintenance; or an equivalent combination of education and experience. Possession of Certified

Playground Inspector and Commercial Pesticide License within three years is desirable.