



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisor, Parks Maintenance	BAND/LEVEL:	MGT II
DEPARTMENT:	Parks Services	JOB NO:	2830
DIVISION:	Parks and Forestry	DATE:	11/13/2019
REPORTS TO:	Director, Parks Services	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	512
REPLACES:	Parks Maintenance Supervisor	LAST REVISED DATE:	01/08/2018

JOB SUMMARY STATEMENT: Assists in the development and renovation of new and existing park facilities. Directly supervises skilled and semi-skilled staff responsible for the general maintenance, repair or construction at City parks, facilities or grounds. Develops work plans and schedules, allocates resources, ensures quality assurance of work completed, and coordinates with other agencies as required. Responds to citizens and other public entities inquiries, complaints and requests. Coordinates maintenance activities with contractors. Plans, directs, and supervises construction, repair, and/or maintenance at City parks, facilities or grounds. Hires and Trains full time and temporary employees. Assists in budget preparation and expense tracking. Assists with special events as needed. Assists with emergency operations including snow removal program. Facilitates snow and ice removal at City facilities, administrative sites and parks.

DUTIES AND RESPONSIBILITIES:

General/Administrative

1. Plans, prioritizes, and schedules employees' work assignments. Conducts on-site inspections, reviews work, and resolves problems. Performs functions of supervisor that include interviewing prospective employees, conducting performance evaluations, providing employee training, making salary recommendations and handling disciplinary actions.
2. Assists in budget preparation and administration. Develops project and program estimates for expanded level budget consideration.
3. Prepares specifications for vehicle and equipment purchases, analyzes bids, ensures vendor compliance with specifications, and recommends bid acceptance. Purchases commodities and equipment. Seeks quotes, prepares purchase orders, administrates fixed asset system and supervises asset inventory. Approves and monitors purchases by subordinates.
4. Serves on project design committees and assists with selection of professional services, fee negotiation, plan review, cost estimates, inspections, problem resolution and verifies work for payment. Develops specifications and initiates contact with contractors for facility repairs, improvements and/or other maintenance operations. Visits sites and visually inspects work in progress, coordinates contractor's work with public use of facilities.
5. Plans, coordinates, and supervises snow and ice removal from streets, parking lots, and sidewalks in downtown Overland Park, park areas, and administrative sites. Maintains and recommends purchase of new snow removal equipment, Supervises round-the-clock removal operations when conditions warrant. Sector supervisor for public works snow removal.
6. Monitors equipment maintenance and repair schedule. Monitors computerized vehicle replacement system. Coordinates contracted repairs. Analyzes repairs and downtime for future purchases. Assists crews in troubleshooting.

7. Receives and processes citizen complaints, concerns and questions. Investigates complaints by visiting site in question. Contacts other supervisors, managers, divisions, departments, and agencies to assist with complaint resolution when warranted. Contacts citizens by phone or in person to communicate action taken.
8. Directs division activities in absence of the Director or Manager. Attends various staff meetings.
9. Directs field operations during major emergencies such as storms, floods, and other natural disasters.
10. Works with other divisions, departments and other outside agencies and groups in planning and coordinating special events and projects of overlapping responsibility.

Turf/Grounds Maintenance

1. Plans, coordinates, and supervises turf maintenance. Establishes priorities and schedules mowing, fertilization, pesticide applications, and other turf maintenance practices. Keeps abreast of new and existing strategies and products.
2. Administers contracts for mowing medians, parks, and facilities; chemical applications; aeration and seeding and snow removal. Responsible for project startup, day to day progress, and completion in a timely manner.
3. Maintains turf and infields at athletic fields for soccer and softball. Coordinates with soccer, softball, lacrosse, and other sporting clubs for athletic field setup and use.
4. Plans, coordinates, and supervises trash removal and litter pick-up at all park sites. Involves assessing usage and accumulation at each site and developing schedules.
5. Develops, maintains and updates facility hazardous chemical and MSDS program as facility coordinator. Keeps records, educates employees on safety and works with City Safety Coordinator on all aspects of facility safety.

Facility Maintenance

1. Plans, coordinates, and supervises all day-to-day maintenance and repair of park facilities, amenities, and signage. Develops maintenance schedules, including cleaning, painting, repair, replacement, and safety inspections.
2. Plans and supervises spring start-up and season-long maintenance of aquatic facilities. Coordinates: pool painting and preparation; chlorinator maintenance and repair; automated chemical controller operation, maintenance and repair; pool cleaning; maintenance of concession equipment and office air conditioning; maintenance of the overall aquatics physical plant including pumps, slides, diving boards, guard stands, buildings, restrooms, and showers.
3. Examines and approves new irrigation system plans. Maintains, modifies and operates existing systems. Monitors usage through computerized central control.
4. Plans and coordinates bike/hike trail maintenance including monthly safety inspections, bridge repair, signage and general maintenance.
5. Checks monthly safety inspections of park facilities scheduling repairs as needed. Tracks work performed and records work needing to be scheduled. Inspects and repairs playgrounds according to industry standards.

Park Improvements

1. Assists in the development and renovation of new and existing parks and facilities. Coordinates the work of design consultants. Develops bid specifications, contract documents and plan sets for various capital projects and expenditures. Assists with construction administration and oversight for contractor's progress and quality of work. Conducts periodic construction site visits and construction project meetings with contractors. Reviews project expenditures to insure work is being accomplished within budget.
2. Coordinates the activities of in-house design and construction projects. Develops design program and determines project special needs and priorities. Develops cost estimates and makes determination that adequate funding is budgeted for projects.
3. Plans, coordinates and supervises all day to day Park Improvements. Establishes priorities and schedules for Park Improvements Team Members.
4. Leads, plans, coordinates and reviews park and recreation development projects including conceptual and final design. Prepares construction drawings and documents, cost estimates, specifications, and scheduling. Ensures compliance with applicable guidelines and standards. Meets with neighbors as needed.
5. Assists and participates in the implementation of the City's Park Comprehensive Master Plan, open space, greenway linkage system, and Capital Improvements Program. Assists with preparation of five-year capital

program for development and maintenance of park and facility improvements. Assists in establishing project budgets, program needs, and schedules for capital projects and park plans. Assists with evaluating facility needs and developing priorities and planning strategies.

6. Assists Department Manager in developing and monitoring project programs and budgets. Reviews anticipated project needs and capital project expenditures. Determines project program priorities and provides input on project funding needs. Reviews project progress and schedules to insure meeting program or facility requirements.
7. Provides supportive resources to other divisions, departments and agencies. Represents the Department in private development review process to assure compliance with Comprehensive Parks Master Plan, Greenway Linkage Plan and potential acquisition of park land.
8. Develops cooperative relationships with other Departments/Divisions and public and private entities. Provides information to the public regarding park improvements.
9. Provides support for trail improvements and repair, bridge placement and repair, bank stabilization, signage and general maintenance. Assists Manager in writing specifications and administering contract for yearly trail installation and overlay program.
10. Develops project parameters, serves on design teams, assists in the selection of professional consultants, assists in negotiating fees for services, performs plan review, reviews cost estimates, performs project management duties such as site inspections, monitors contract work, assists in dispute resolutions, verifies work for payment.
11. Plans and priorities assignments and schedules employee's daily work assignments. Involves reviewing assignments to be prioritized, taking into consideration the urgency and importance of work, skills required, availability of workers and equipment and weather conditions.
12. Receives work requests from and assists Director and Division Managers with special projects. Coordinates scheduling of projects with Manager.
13. Directs and supervises assigned employees through work plan responsibilities and ensures task/project is completed to specifications in a timely manner. Performs on-site supervision, assists in work tasks and on-the job training of employees.
14. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
15. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education with additional courses or training in park facilities repair, maintenance and construction, irrigation, electrical and plumbing, aquatic facilities, fountains, turf care and maintenance, landscaping horticulture or additional equivalent experience.
- Requires a valid Class A or B commercial driver's license with air brake endorsements. Employees hired or promoted on or after January 1, 2012, must possess a Class A commercial driver's license with tanker and air brake endorsements or must obtain within six months of hire date.
- Must maintain an insurable driving record.
 - If assigned to Turf/Grounds Maintenance Possession of pesticide applicators license category 3A, 3B, 5 and 6 or must obtain within 6 months from the date of hire or promotion into position.
 - If assigned to Facility maintenance must have or obtain the Playground Safety Certification, Backflow Certification and Aquatics Operations Certification within 1 year from the date of hire or promotion into position.
 - If assigned to Park Improvements Bachelor's degree preferred in landscape architecture, land planning, environmental design, or a related field with an emphasis in landscape architecture or additional

equivalent experience.

EXPERIENCE:

- Four years of increasingly responsible experience in park operations and maintenance, or an equivalent level of experience.
- Experience includes two years in a supervisory or lead position.
 - If assigned to Park Construction Three years landscape architecture and project administration experience. Similar level of experience in construction administration and supervision of contract design professionals. Proficiency with AutoCAD and ArcMap software applications, graphic information systems and MS Office programs.

SKILLS:

- Good oral and written communications skills.
- Basic math and accounting skills.
- Manual dexterity.
- Basic drafting skills.
- Analytical and organizational skills.
- Personal computer skills.

MENTAL REQUIREMENTS:

- Ability to read and comprehend City, state, and federal regulations.
- Ability to work on or supervise several projects at once.
- Ability to work under distracting conditions.
- Ability to prioritize work.
- Mechanical aptitude.
- Ability to read and understand site plans and blueprints.
- Ability to analyze safety situations.
- Ability to train and guide others.
- Ability to comprehend confidential information.
- Ability to analyze complex problems, develop and implement solutions.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to lift 100 pounds and transport 20 feet.
- Ability to travel and tour City facilities in adverse conditions to include but not limited to construction sites, outdoor sites, remote sites, interior and exterior building inspections.
- Ability to traverse rough terrain.
- Exposure to extreme environmental conditions.
- Ability to operate power and hand tools.
- Data entry skills.
- Ability to operate motorized City vehicles and equipment.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - Park Attendant, Sr
 - Park Attendant II
 - Park Attendant I
 - Laborer I and II

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.