



## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Parks and Trails Maintenance Supervisor</b>
<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>SUPERVISOR:</b>	<b>Public Works Director</b>
<b>STATUS:</b>	<b>Full-time/ Exempt</b>
<b>HOURS OF WORK:</b>	<b>The typical work hours for this position are 7:00 a.m. to 3:30 p.m., Monday-Friday, or five consecutive eight hour days as assigned by the employer. Ability to work weekends, holidays, and on-call shifts, and respond to emergency calls during non-scheduled hours.</b>

### PRIMARY OBJECTIVE OF POSITION

Plans, organizes, and supervises staff and operations of the parks and trail maintenance staff; supervises regular maintenance of city parks, park facilities, lawns, grounds, trails, skating rinks, warming houses, tennis courts, sports fields, cemetery and other public areas and facilities in the City.

### ESSENTIAL JOB FUNCTIONS

The essential job functions listed below are intended to describe the various types of work that may be performed. The omission of other duties not listed does not exclude them if the work is similar, related or a logical assignment to the position.

1. Assists in hiring parks and trail maintenance personnel.
2. Works to maintain a positive, high morale and safe work environment.
3. Composes required reports for submittal to the Public Works Director, maintains department records.
4. Attends Park and Trail Commission and City Council meetings as required by the Public Works Director.
5. Provides emergency back-up assistance to the Public Works Director, or other city personnel, as needed.

6. Supervises staff through appropriate work delegation; meets regularly with staff to discuss and resolve special projects and workload issues; provides assistance and training in technical issues and responsibilities; works with employees to correct performance deficiencies.

## **ADMINISTRATIVE**

7. Responsible for various administrative activities including employee scheduling, payroll reporting, and work activity reports; reports and resolves safety conditions; processes and responds to work requests and complaints; files reports of vandalism to the Police Department; files reports of damage to parks and trails structures and equipment to the Finance Department for insurance claims.
8. Monitors work sites to assure that safety rules and regulations are adhered to and work areas and all equipment are in safe operating condition; recognizes and reports unsafe acts, conditions, accidents and injuries; performs monthly safety inspections and files reports with Public Works Director.
9. Responds to and resolves citizen concerns by answering questions and providing information and assistance in a timely manner.
10. Recommends park improvements, establishes goals for the ongoing management of the Parks & Trails Division, recommends equipment purchases and major maintenance projects to the Parks & Trail Commission and Public Works Director.
11. Assist with the preparation of the annual Parks & Trails operating budget and capital purchasing budget; monitors monthly budget reports; approves expenditures within authorized guidelines.

## **GENERAL MAINTENANCE**

12. Monitors all park operations to ensure compliance with city rules, regulations and policies.
13. Plans, coordinates and supervises the maintenance and operation of parks grounds, park shelters, playground equipment, restrooms, ice skating rinks, warming houses, sports fields and courts and refuse facilities; evaluates maintenance issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing park, trail and sports facilities.
14. Coordinates and oversees the maintenance, including snow and ice removal, of other city facilities and grounds; assists with or oversees miscellaneous maintenance of city buildings.

15. Assists with road maintenance on an emergency basis; assists with snow removal of streets, city parking lots and trails.

## **EQUIPMENT**

16. Responsible for providing minor maintenance on park maintenance equipment, including oil changes, checking tires, changing bearings and belts, changing and sharpening blades, lubricating and cleaning equipment and making repairs; maintains equipment maintenance records.

## **CEMETERY**

17. Oversee the maintenance and assist with the operations of the cemetery grounds.

## **ADDITIONAL DUTIES**

18. Performs other duties as assigned or apparent.

## **KNOWLEDGE, SKILLS & ABILITIES**

1. Ability to be present at the primary work premise within 30 minutes.
2. Knowledge of park maintenance operations, tools, materials and practices.
3. Knowledge of safe work practices and equipment operation.
4. Knowledge of flower, shrubbery, lawn and tree care.
5. Ability to operate and maintain park maintenance equipment.
6. Ability to prioritize work projects.
7. Ability to communicate effectively with the general public, Parks & Trails Commission, and city staff,
8. Ability to analyze park maintenance problems and determine appropriate solutions.
9. Ability to safely operate a snowplow, end loader, truck tractor, riding or push mowers, weed trimmers, skill saws and chainsaws, drills, park vehicles, ice edger, welder, power washer, rototiller and small hand tools.

10. Ability to use fine motor skills and have manual dexterity when operating equipment or when changing or sharpening mower blades or performing repairs on equipment.
11. Ability to repetitively stand, walk, sit, bend and stoop for long periods of time to chalk ball fields, clean park buildings, shove or mow, and repair and maintain equipment.
12. Ability to use large motor skills to regularly lift objects weighing from 30 to 40 pounds in daily work and occasionally up to 75 pounds, and to excavate dirt using a shovel.
13. Ability to work outside, year around, sometimes in inclement weather.
14. Ability to visually detect cleaning, ball field chalking, mowing and maintenance needs and to be able to see with limited lighting when flooding the ice rinks.
15. Ability to plan and give work direction to department staff in a manner conducive to full performance and high morale.
16. Skills in plumbing, carpentry, masonry, painting and electrical procedures.
17. Ability to work at heights of 10 to 15 feet when trimming trees or shingling buildings and to maintain balance.
18. Ability to work with or around fertilizer, paint, paint thinners and fumes from gas, oil and exhaust.
19. Ability to crouch, push and pull, twist and turn and reach away from body and above shoulders in trimming trees, maintaining the ice rink and painting.
20. Ability to work around frequent loud noise and vibrations from mowers and other equipment and to be able to hear to detect mower malfunctions
21. Knowledge of city policies and procedures.
22. Knowledge of property use and storage of chemicals, including OSHA Safety Data Sheets for hazardous chemicals used in the workforce.
23. Skilled supervising staff, delegating tasks and authority, and evaluating staff performance.
24. Ability to be flexible and adapt to changing priorities and assignments.
25. Ability to work cooperatively with all city employees towards the common goal of providing high quality services.

26. Ability to communicate effectively and tactfully, both orally and in writing with the supervisor, city employees, and the city's customers.
27. Ability to manage multiple assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities.
28. Ability to work cooperatively with all city employees towards the common goal of providing high quality services.
29. Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.
30. Ability to provide suggestions, advice and support to supervisor, other city employees, and the city's customers.
31. Ability to exhibit excellent interpersonal and human relationship skills.
32. Ability to assist fellow employees with developing and implementing programs and objectives to improve departmental and city-wide efficiency.
33. Exhibits behavior consistent with the mission, vision and values of the City of Baxter.
34. Furthers the mission, vision and values of the city through excellent customer service, creative problem solving, decision-making, and stewardship of city resources.

#### **REQUIRED QUALIFICATIONS**

1. Must have a two-year associate degree in general management, facilities maintenance, or a closely related field.
2. Three to five years of park and grounds maintenance or landscaping experience.
3. Must possess a valid Minnesota Class B driver's license within six months of date of hire.
4. High School diploma or general education degree (GED).
5. Must have or be able to obtain a Special Class Engineer's Boiler's License within six months of date of hire.

#### **DESIRED QUALIFICATIONS**

1. Four-year degree in park and recreation or related field.
2. Five years' experience supervising staff.

*It is the policy of the City of Baxter to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statute, and local ordinances.*

Revised: December 12, 2014  
March 15, 2016  
November 1, 2016