



CLASSIFICATION TITLE: Parks and Public Facilities Supervisor	JOB NUMBER: 7096	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Parks and Public Facilities Director	PAY GRADE: 22	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs difficult skilled human support work planning and implementing the activities of all Parks and Public Facilities maintenance areas, and related work as apparent or assigned. Work is performed under the general direction of the Parks and Public Facilities Director ("supervisor"). Continuous supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Develops and implements procedures and practices to improve construction, repair and maintenance methods for buildings, facilities, vehicle and equipment operations; building system operations, swimming and wading pool operations, park irrigation systems, playground equipment, boat docks, park ranger operations, and park facilities.
- Plans, coordinates and directs a variety of activities and operations in the construction, maintenance and repair of City buildings, facilities, parks and other related work; supervises assigned staff, work schedules, and allocation of materials and other resources; inspects work.
- Prepares various reports, records, and documentation related to division activities, personnel activities, equipment, goals and division directives; assists with divisional budget preparations.

- Coordinates and inspects the cleaning and care of City buildings and offices; plans short and long-range building maintenance and custodial projects and preventative maintenance; provides technical support and training.
- Communicates with the public, contractors and governmental agencies to receive suggestions, resolve complaints and provides information; follows up on issues raised by the public, contractors, City personnel and governmental agencies as necessary.
- Supervises, motivates, and provides direction and guidance to assigned staff; evaluates and reviews work performance for acceptability and conformance with department standards, goals and/or City competencies; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees according to established guidelines.
- Responds to emergency and off-hour situations as required.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development and administration.
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities (A.D.A., S.D.S., Competent Shoring, asbestos abatement, back flow devices, playground installation and inspection, chlorine storage and use, swimming pool operation, and fire detection device testing).
- Advanced and specialized construction, maintenance and repair procedures, practices and methods used in facility maintenance.
- Operation, use, care and maintenance of a variety of specialized and heavy equipment.
- Proper procedures of chemical paint glue and refrigerant applications and record keeping requirements.
- Installation, maintenance, and repair of irrigation systems.
- Health and safety regulations practices and procedures.
- City organization, operations, policies and objectives.
- Management techniques, skills and problem solving.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.

Skills and abilities to:

- Read, interpret, explain and apply technical plans, specifications, City and State laws and regulations related to assigned division activities.
- Train, supervise and evaluate assigned personnel.
- Direct a variety of specialized activities in the construction, maintenance and repair of City parks, grounds trail ways, buildings, facilities and other related work.
- Direct a park ranger program intended to monitor for rule enforcement, protect property, manage volunteers, and address encroachments.
- Ensure work projects are completed according to code, specifications, time lines and safety requirements.
- Analyze building and facilities components, environmental problems and other related situations accurately, and adopt and implement effective course of action.
- Maintain records and reports related to work performed.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or direction, organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software application programs related to maintenance management, financial planning, irrigation system operations and security systems.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Obtain First Aid and CPR Certifications within three (3) months of hire.
- Valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED and three (3) years experience in facility and park maintenance, irrigation, HVAC, swimming pool operations and maintenance, playground installation or related field, including two (2) years in a lead or supervisory role.

COMPETENCIES

Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

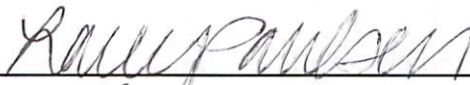
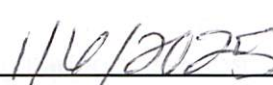

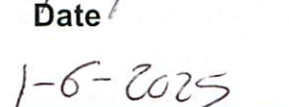

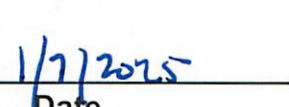
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date