SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Parks Ground Area Supervisor

Revision Date:	02/06
EEO Function:	Parks & Rec
EEO Category:	Service-Maintenance
Status:	Non-exempt
Control No:	30611

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Parks Division Head, supervises and trains employees in skilled work pertaining to risk management, maintenance and construction of city parks, cemetery, recreation facilities, Senior Citizen's Center, and other green space areas.

III. Essential Duties

- Supervise & perform athletic field and grounds maintenance, repairs and construction.
- Schedule, counsel, discipline and supervise crews.
- Perform maintenance duties by operating tractors, riding mowers, and backhoes.
- Train personnel in proper use and proper physical maintenance of department equipment.
- Inspect and report on park conditions with an emphasis on safety.
- Keep records: employee time cards, work records, schedules, safety sheets & park safety inspections.
- Inspect and make repairs on sprinkler systems.
- Coordinate volunteer projects.
- Supervise 4 full-time Park Workers and up to 15 seasonal workers.
- Act as area arborist.

IV. Marginal Duties

- Perform minor electrical trouble shooting on sprinkler controllers.
- Prune shrubs and trees.
- Lubricate and change oil in machinery and keep maintenance records.
- Perform light repairs on small engines and sharpen blades.
- Perform snow removal.
- Prepare for cemetery burial services.
- Spray herbicides and insecticides with hand held sprayers.
- Fertilize parks, streetscapes and other sites.
- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent; one year of training in water management, irrigation systems and management, horticulture, or related field.

Experience: Three years closely related work experience which includes progressively increasing responsibilities and supervisory experiences; may substitute any equivalent combination of education and experience.

License/ Certification: Must possess a valid Utah Driver's License; Utah Commercial Driver's License (CDL) required within six months of hire; must be CPR certified; must have flagging certificate; must obtain a Utah pesticide and herbicide applicators license within six months of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Principles of management, supervision and planning; tools, equipment and materials used in maintenance and construction of irrigation systems and grounds maintenance; OSHA and other federal and state safety requirements; principles of plant and turf life; proper English usage, spelling, and vocabulary; computer equipment and software.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction; decisions on irrigation time and amounts to maintain healthy turf and plant life in parks and other city properties; responsibility for 4 full-time parks workers and up to 15 Parks Seasonal Laborers.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; outside contact with public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Regular use of both light and heavy trucks; frequent use or riding and walk-behind mowers, tractors, and backhoes; occasional use of a calculator, copy machine, fax machine, and personal computer.

Analytical Ability: Organize, delegate, and establish meaningful goals; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VII. Working Conditions:

Extensive field work in parks and cemetery (75% of work is performed outside); requires frequent walking, bending, kneeling and lifting (up to 50 lbs.); frequent exposure to heat and cold, and to wet/humid conditions; constant exposure to excessive noise and/or vibration; work assignments are broad and performed with little supervision or checking, refer work to supervisor when policy or priority questions arise; job requires great mental effort and mental pressure and fatigue during an average work day; moderate exposure to deadlines, evening, weekend, and holiday work; frequent stress from managing multiple priorities and interpersonal conflicts.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.