



Job Description

Department: Parks and Recreation **Classification:** Non-Exempt
Job Title: Parks, Open Space, and Trails Supervisor
Reports to: Parks and Facilities Manager
Date job description last revised: March 2021

GENERAL DESCRIPTION OF DUTIES:

Oversees immediate and long-term maintenance and improvement of all city parks, trails and open space and other public areas; operates and maintains complex plumbing, mechanical and electrical systems. This role includes hands on responsibility for routine work and special projects, supervision of staff, and participation in other areas of publicworks as a member of the overall team.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the Parks and Facilities Manager and/or Parks & Recreation Director. Supervises parks staff, coordinates with public works staff, subcontractors and, from time to time, prison crews. Maintains close working relationships with the many city partnerships.

ESSENTIAL DUTIES:

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Perform lead role in the maintenance, repairs and improvements to city park infrastructure: public restrooms, picnic pavilions, playgrounds, parks, open space, trails, vehicles, equipment and other public areas and needs.
- Responsible for daily park operations and maintaining irrigation systems, turf management, landscaping, mowing, snow removal, Christmas decorations, F-Street and other various maintenance requirements.
- Track budget spending and make budget requests to meet growing needs of the department. Process invoices, order materials and supplies within budget allowances and maintain an inventory sufficient to expedite projects.
- Maintain records of herbicide applications, backflow preventer testing and playground inspections.
- Develop work plans and manage staff routine work and manages projects appropriately.
- Assists with hiring personnel; responsible for overseeing the work of others; sets performance goals, mentors staff, and provides feedback through formal and informal means.
- Takes responsibility for safety conditions in city parks; assists with planning and leadership of crew safety and ensures employee safety is a priority at all times.
- Proactively seeks ways to operate and maintain parks in the most cost effective manner such as through energy usage practices and the evaluation of operating supplies and service contracts.
- Assist in special event planning and coordination of staff and volunteers. Assist Recreation Division in planning and implementing special events and programs.

- Represent Parks Section in Bi-weekly departmental meetings and special event planning.
- Develops plans for future needs of City infrastructure; assists with long-term capital plans for areas of responsibility. Actively participate in park planning, development and design review processes. Evaluates alternatives, prepares or reviews cost estimates, preliminary and final designs, bid documents, and contracts.
- May be required to operate a variety of light and heavy equipment.
- Completes required training and complies with administrative and financial policies and procedures including, but not limited to, safety standards, NIMS, human resources, payroll, purchasing, and budget controls. Attends training sessions and conferences to keep abreast of current technologies and trends.
- Cover on-call shifts responsible for water, sewer and snow removal emergency responses.
- Serves as a member of the emergency response team and is subject to residency requirements as defined in City resolutions and the personnel manual.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Time management and project management skills; ability to self-manage.
- Basic PC skills including use of MS Excel, MS word, Google documents and email.
- Experience maintaining, trouble shooting and basic repairs of mechanical, plumbing and electrical systems including, but not limited to, HVAC, fire and security alarms, automated outdoor water systems.
- Ability to define problems, collect relevant data, establish facts, and draw valid conclusions.
- Working knowledge of common hazards and safety precautions necessary for building and grounds maintenance.
- Working knowledge of vehicles and equipment used by the department.
- Basic financial acumen, including the ability to perform cost/benefit analyses, consider alternatives and manage project and operating budgets.
- Ability to resolve conflicts and to foster an atmosphere of teamwork, cooperation, accountability and responsibility.
- Ability to establish and maintain effective working relationships with other agencies, contractors and the general public.
- Ability to comprehend and apply the Salida Municipal Code and departmental policies and procedures.
- Ability to obtain certifications in one or more of the following areas: horticulture, irrigation, playground safety or herbicide application.

EDUCATION, CERTIFICATIONS AND EXPERIENCE:

High school education or equivalent completed; five or more years relevant work experience. Valid Colorado driver's license with a good driving record.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

While performing the duties of this job, the employee occasionally works in high, precarious or confined places and a variety of outdoor weather conditions. The noise level in the work environment is usually moderate.

Must be able to exert up to 100 pounds of force occasionally and/or up to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, reaching and/or stretch arms, legs or other parts of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Specific sensory requirements include close, distance and peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with arms and hands; speak and hear. The employee is frequently required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.