



City of Denton Job Description

Title:	Parks Field Supervisor
Position ID:	GS0917-402001-2
Department/Division:	Parks and Recreation/Park Maintenance
Reports to:	Parks Manager
FLSA Designation:	Non-Exempt
Safety Sensitive:	Yes
DOT:	No

Definition: Responsible for supervising Park Maintenance Crews in maintaining, repairing and general upkeep of parks, medians and other City properties.

Key Responsibilities:

- Oversees the methods, equipment, materials, tools (including computers, mobile devices, and applicable software) and standard practices for the design, fabrication, installation, repair and maintenance of City of Denton park infrastructure.
- Tracks crew's time and expenses on work management system on a daily basis. Opens and places work orders on hold for further review on work management system.
- Serves as the liaison between employees and manager, reporting concerns/issues of employees and interpreting/translating messages from the manager.
- Assists manager in planning, scheduling and supervising work of subordinates; inspects activity of crew to ensure appropriate and timely completion of routine maintenance and projects.
- Responds to after hour callouts for high water, storm damage, and ice and snow removal/control.
- Monitors and inspects work of maintenance crews.
- Assists Park Managers in calculating materials, acquiring competitive quotes, and making recommendations on purchases for their crews' needs.
- Assists Park Manager with the reviewing of applications for vacant positions, scheduling interviews with selected candidates, providing input on interview panel, conducting interviews, and extending the official offer to the selected candidate(s).
- Writes Performance Reviews and Individual Development Plans for Field Service Workers, forwarding to Park Manager for review and approval.
- Recommends disciplinary actions of subordinates and provides input to Park Manager.
- Assists in training subordinates in the best and safest methods of accomplishing tasks, primarily through on the job or individual instruction.
- Reconciles procurement card statements and enters purchases on internal purchase journal and/or work management system. Responsible for assigned procurement card and purchases.
- Reads and interprets blue prints and plans, inspects finished jobs including final inspection, and submits recommendations for final site adjustments.

- Supervises multiple crews and assigns responsibilities to crew members in order to achieve the goals set in place by Park Managers.
- Ensures that crews understand and follow City policies and procedures as well as the department's responsibilities. (Such as weekend duty and on-call procedures and expectations.)
- Authorizes Leave Requests for subordinates and track their time/accruals.
- Maintains regular and punctual on-site attendance

Additional Duties:

- Performs other duties as assigned
- May operate heavy, complex equipment and is responsible for training of subordinate staff.

Minimum Qualifications / Acceptable Equivalency:

- High School Diploma or GED equivalent.
- A minimum of ten (10) years progressively responsible experience in park maintenance or related work.

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

Core Competencies:

- Demonstrated leadership skills.
- Ability to communicate effectively both verbally and in writing.
- Ability to form and maintain effective relationships with coworkers and customers.
- Ability to read and interpret plans, schematics and specifications
- Ability to operate equipment in safe and proficient manner
- Ability to move or lift objects of 50lbs. or more, as necessary.
- Skilled in the operation of basic computer software

Preferences:

- Bilingual in Spanish and English
- Three or more years of prior supervisory skills (leadership and organizational)
- Ability to use computer software such as MS Office and MicroMain
- Prior experience as a Parks Crew Leader with the City of Denton
- Successfully complete the City of Denton S.T.E.P. Certification Track within 2 years

Conditions of Employment:

- Must have and maintain a valid Class "C" Driver's License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class "C" driver's license and state required minimum automobile liability insurance within 90 days of hire per state law)

- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check
- Must pass a physical examination
- Must have or be able to obtain a Texas Department of Agriculture Non-Commercial Applicators License within 18 months of employment.
- Must be able to work in all kinds of weather
- Must be able to work overtime when requested

Physical Requirements:

Overall Strength Demands: The italicized word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- Sedentary – lifting no more than 10 pounds
- Light – lifting no more than 20 pounds; carry up to 10 pounds
- ***Medium – lifting no more than 50 pounds, carry up to 25 pounds***
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for "how often":

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: E
2. Sitting: M
3. Walking: E
4. Lifting: E
5. Carrying: M
6. Pushing/Pulling: M
7. Overhead Work: M
8. Fine Dexterity: M
9. Kneeling: M
10. Crouching: M
11. Crawling: I
12. Bending: M
13. Twisting: M
14. Climbing: M
15. Balancing: M
16. Vision: E
17. Hearing: E
18. Talking: E

- 19. Video Display: E
- 20. Other:

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the use of computers, hand tools, and light to heavy equipment.

Environmental Factors:

The essential functions of this position are performed outside and inside during the work year; requires work in high and low temperature and humidity; requires exposure to vibration, noise, chemical contact and extensive exposure to dust, fuel and fumes; also requires shift work and the operation of a motor vehicle.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

ADA/EOE/ADEA

Effective Date: 3/29/2014

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