

City of Chesapeake
Job Class Title: Parks and Grounds Services Supervisor

Job Class Code: 4956	FLSA Status: Non-Exempt
Pay Basis: Annual	EEO Category: 7

GENERAL DESCRIPTION

The purpose of this job classification (class) is to manage, direct, and administer the daily parks and municipal grounds maintenance operations and special events logistics. This position works within broad policy and organizational guidelines. The job class is responsible for personnel supervision and various administrative functions; providing technical expertise and coordinating routine and specialized maintenance; planning, assigning, and overseeing daily work, projects, emergency preparation, and response; management of contractual work; budget preparations; securing materials and equipment; training; policy development; and event logistics.

TYPICAL TASKS

- Supervises employees including selecting or recommending selection, training, assigning and evaluating work, counseling, scheduling, employee relations, disciplining, performance evaluations, and recommending termination.
- Coordinates, distributes, and determines priority of work and activities; oversees and coordinates projects, routine and specialized maintenance and repairs, debris removal, construction, inspections, electrical work, horticultural projects, and mowing and equipment management.
- Coordinates all phases of outdoor maintenance and repairs at all City parks, open space, outdoor recreational and municipal facilities, landscaping, playgrounds, fields, campgrounds, splash pads, wells and pumps, multiuse trails, bridges and structures, shelters, fountains, irrigation systems, parking lots, fences, and City Gateways.
- Facilitates landscape designs and coordinates the implementation and maintenance of the designs to include planting and pruning natural areas, specialty spraying, tree cultivation, trimming, and removal. Conducts tree and plant risk assessments, evaluates tree and landscape canopy, and evaluates landscape of public property.
- Works with contractors on proposals and implementation of special projects, development of various contract specifications, and monitoring of contractual work to ensure compliance with plans and standards. Oversees and directs Sheriff's grounds maintenance crews and contractual services.
- Coordinates, develops, and recommends short and long-term plans pertaining to the management and maintenance of City-wide park and service areas, park facilities, and open spaces; develops, oversees, and recommends policies and safety procedures for staff in their daily work and use of equipment.
- Coordinates logistical and operational support for City-wide events including the provision of supplies and equipment, park restroom maintenance and repair, and trash and debris collection and removal.
- Prepares financial and work order forms and reports and gathers fiscal data to support special reporting; documents work activities, and monitors and assists with development of annual budget for assigned area of responsibility.
- Maintains record systems for assigned area; processes daily paperwork including personnel information and reports, timekeeping, scheduling, work orders and requisitions.
- Attends and conducts staff meetings and staff development training sessions to exchange information; attends, or schedules others to attend, classes or seminars to improve knowledge and skills.
- Supervises and manages staff during emergency operations activities and weather related events.

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GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place, scheduling, or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, safety measures and assigning duties while maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems. Adheres to and models the City's CARE standards.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures such as circumferences, areas, and volumes, and computes discounts, ratios, and percentages.
Language Requirements	Reads technical instructions, procedure manuals, blueprints, construction and landscaping plans and charts to solve practical problems; speaks informally to groups of co-workers and staff; composes routine and specialized reports, forms, work orders, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure and weather conditions.
Decisions/Supervisory Control	Directs actions of others, making sound and consistent decisions almost constantly, affecting City operations, subordinates, co-workers, and the general public.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	<ul style="list-style-type: none"> • Thorough knowledge of public park facility operation and maintenance, park management principles and techniques, water system facility operations and maintenance, and natural resources management • Knowledge of law enforcement policies, procedures and practices, including search, rescue, and park emergency operations as applied in park and outdoor recreational settings. • Knowledge of safety rules and precautions relative to park operations, visitor safety, and recreational equipment usage and basic first aid. • Knowledge of strategic planning principles and theories to ensure effective and efficient operations. • Knowledge of leadership techniques, principles, and processes for providing customer service.
Skills	<ul style="list-style-type: none"> • Skilled in using a personal computer with various Microsoft office software. • Skilled at developing and maintaining cooperative and professional relationships with employees at all levels and representatives from all departments and outside agencies. • Skilled at using investigative techniques and analyses for enforcement of policies, procedures, and practices as related to maintenance operations and work safety laws and regulations.
Abilities	<ul style="list-style-type: none"> • Ability to use logic and reasoning to understand, analyze, and evaluate complex problems to develop effective solutions, conclusions, or approaches to situations. • Ability to communicate complex ideas and proposals effectively to include preparation of reports, agendas, and policies. Ability to apply active listening skills to understand information and ideas presented verbally or in writing. • Ability to establish and implement effective administrative programs and procedures and to plan and organize daily work routine and priorities for the completion of work.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in construction, mechanical trade, or closely related field.
Experience	In addition to satisfying the vocational/educational standard, this job class requires a minimum of four years of related, full-time equivalent experience. May require extensive arboriculture, landscaping, and horticulture knowledge and experience.

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Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards and pesticide/herbicide applicator certification in multiple categories. Depending on assigned work area, may require CDL, certified playground inspector, and/or pool operator certification.
Special Requirement(s)	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.

Created 6/9/20