



**Title:** Public Works Parks and Grounds Supervisor

**Reports to:** Public Works Director

**FLSA Status:** Exempt

**Department:** Public Works

**SUMMARY:** Directs and coordinates Town Parks and Grounds Division of Public Works activities by performing the following duties personally, through subordinate and seasonal employees to upkeep operation in the Town. Essential Duties and Responsibilities include the following: responsible for the total operation of the Parks and Grounds Division. Plans, coordinates, supervises and evaluates the activities involved in the operation of weed and mosquito management, parks planning and budgeting for annual reporting and planning, all grounds, parks, trails and right of way mowing, park irrigation/sprinkler systems management and design, horticulture, maintains chemical licensures for weeds and rodent cleaning items, and coordinates maintenance and operations of Town equipment for parks staff strictly with Community Services Supervisor. Incumbents assigned to this class/description are expected to perform the full range of work assigned to this class and to work with significant independence and initiative, and under direct supervision of the Public Works Director. May attend Town Board meetings to present budgets, activity reports, and plans for future activities in place of the Public Works Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate, supervise and evaluate programs, plans, services, staffing, for parks and grounds within the public works department.
- Evaluate public works needs and formulate short and long range plans to meet needs in all areas of responsibility, such as upkeep of the Town grounds, parks, mechanical systems maintenance, planning and management.
- Assist in the training of town personnel in public works systems and techniques.
- Evaluate issues and options regarding municipal public works and make recommendations.
- Supervise employees on a day-to-day basis on specific parks and grounds projects.
- Assist in the coordination of the monthly inspections and updates to repair and refurbish parks and grounds planning and insurance coordination management.
- Responds to citizen inquiries and complaints regarding conditions of parks and grounds.

- Supervises the management of sprinkler systems, including but is not limited to perform including but not limited to maintenance repair design, construction and installation.
- Responds to support for special events, such as Town Cleanup days, Bennett Days, etc..
- Considerable knowledge of the methods, tools, equipment, and necessary safety precautions used in Public Works operations.
- Assists in identifying areas needing improvement. Identifies upcoming projects, and as needed work.
- Serves on-call as required. Responds to after-hour emergency calls in accordance with department policies.
- Prepare composite reports relating to employees, department goals, maintenance and project schedules, and financial management logs.
- Prepare and document budgetary requests relating to specific project/department needs.
- Must be organized with ability to complete and follow through on paperwork in a timely manner.
- Reading and interpreting plans, maps, diagrams and construction drawings.
- Maintaining detailed and accurate records.
- Knowledge of relevant computer applications
- Other duties as assigned.

**COMPETENCY:**

To perform the job successfully, an individual should demonstrate the following competencies:

*Analytical* - Designs work flows and procedures.

*Design* - Demonstrates attention to detail.

*Problem Solving* - Identifies and resolves problems in a timely manner; Develops alternative solutions. Ability to adapt to multiple demands or changing priorities and accommodate emergencies.

*Project Management* - Develops project plans; Coordinates projects; Communicates changes and progress, and manage contracted services. Ability to effectively evaluate work projects and estimate time and materials. Ability to organize task in order to avoid duplicating effort, misplacing materials and handle multiple tasks without sacrificing deadlines, quality or quantity of work.

*Customer Service* - Responds promptly to customer needs.

*Team Work* - Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives.

*Written Communication* - Writes clearly and informatively. Issue written and verbal instructions, in accordance with departmental goals.

*Delegation* - Delegates work assignments; Sets expectations and monitors delegated activities.

*Managing People* - Includes staff in planning, decision-making, facilitating and process improvement.

*Organizational Support* - Follows policies and procedures; Supports organization's goals and values.

*Innovation* - Generates suggestions for improving work; Develops innovative approaches and ideas.

*Safety and Security* - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**EDUCATION/EXPERIENCE:** Prefer Bachelor of Science degree in Horticulture or an A.A. Degree or higher from an accredited Two-Year College, Technical School or University. High school diploma or GED. Experience: Four years of municipal or construction and maintenance work experience, including two (2) years of experience as a Public Works Maintenance Worker, with Chemical Licensures preferred. Equivalent combinations of education and experience may be considered. Licensure/Certification/Registration

- Chemical Licensures or ability to obtain within 6 months.
- CPR & First Aid Certifications or ability to obtain within 6 months.
- OSHA 10-Hr safety certified, as well as OSHA 30-Hr. safety certified or ability to obtain within eighteen (18) months.
- Position may be required to obtain additional certifications as required to maintain the specific area of assignment in the Public Works Department structure.

**LANGUAGE ABILITY:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATH ABILITY:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of MS Office Suite including Microsoft Word; Excel; USTI, Asyst accounting software; Inventory software and Internet Explorer and email communication systems.

**CERTIFICATES AND LICENSES:** Colorado class C in good standing. Possession of, or ability to obtain, First Aid and CPR certifications within six months of employment.

**WORK ENVIRONMENT:**

Work is predominantly performed in a field environment and occasionally performed in an office environment with regular exposure to heavy vehicle traffic conditions, chemicals, frequent street-traffic and equipment noise, working near moving mechanical parts, fumes, or airborne particles, working in all weather conditions, work with constant interruptions, and risk of electrical shock and explosive gases. The incumbent is often exposed to wet, humid conditions, extreme cold, extreme heat, vibration and work in high and precarious places.

**PHYSICAL DEMANDS:**

This position requires strenuous physical work. The employee must regularly lift and/or move up to 50 pounds. The employee is regularly required to sit, stand, walk, talk, hear, see, use hands and fingers, reach with hands and arms, climb, stoop, squat, kneel, crouch, crawl, perform repetitive motion, and repeatedly twist the upper body. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

**EQUIPMENT USED:** (Includes, but is not limited to the following) Backhoes, front-end loaders, dump trucks, snow plows, graders, saws, pumps, street sanders, street sweepers, striping machines, pressure power washers, air compressor and tools, jackhammers, wheelbarrows, rakes and rollers, and power, hand, and hydraulic tools.