

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB119 Parks & Recreation Construction Supervisor
POSITION #/TITLE: 2673 Parks & Recreation Construction Supervisor	Adopted: 10-12 Revised: 03-16

POSITION DESCRIPTION

Dept: Parks & Recreation	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 2412/NB098/Landscape Architect	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment; Knowledge test
Personal Protective Equipment: Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Protective Clothing, Fall Protection	

General Statement of Duties

Directs and supervises the work of construction crews in Parks operations; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of seasonal and full time employees in City Park and Recreation work crews.

Examples of Essential Work (Illustrative Only)

Supervises, evaluates and oversees the operations, procedures and the repairs and upgrades of existing infrastructure and new construction projects and operations;
Plans, assigns, schedules, and evaluates the work of equipment operators and other full time and seasonal staff assigned to construction projects;
Oversees Inspections and maintenance of all Construction division equipment and facilities;
Works with Parks and Recreation staff, other City staff, and outside contractors to layout projects, inspect work, and monitor and report on progress of projects;
Coordinates staff, equipment, schedules, materials and outside contractors as needed in the most efficient manner possible to complete projects on time and within budget;
Prepares and coordinates annual, monthly and weekly work schedules;
Establishes job priorities and time frames for City Park and Recreation construction crews;
Monitors completion of job assignments to ensure compliance with maintenance standards; instructs workers, revises methods, and adjusts time frames as necessary;
Trains seasonal as well as full time construction workers;
Maintains all records on maintenance and work projects; keeps a weekly log of activities;
Reviews applications, interviews and hires seasonal employees;
Makes in the field determinations as to unscheduled parks construction projects;
Performs many of the work functions of the work crews as required;

Monitors budget, purchases supplies, tracks inventories;
Coordinates the allocation of equipment for equipment operators;
Serves as a liaison to outside contractors concerning in-house construction work, when assigned;
Provides regular inspections of equipment, maintenance activities and construction projects for construction crew and harbor, and documents all results;
Recommends capital equipment, capital improvement and operational needs to the Landscape Architect;
Attends meetings; meets with internal and external customers;
Conducts timely performance reviews and monitors performance and staffing needs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of the methods, materials, tools, equipment and practices used in the construction and repair of parks and recreational grounds and facilities, and riverfront and harbor facilities;
Thorough knowledge of concrete forming, carpentry, roofing, steel erection, earth work and utility installation;
Thorough knowledge of playground installation, construction and safety;
Thorough knowledge of traffic safety and laws as they apply to the operation of assigned equipment;
General knowledge of pesticides, herbicides, and insecticides used in park operations;
Proficiency in ability to weld with current best practices to achieve structurally sound welds;
Ability to read and interpret construction drawings and specifications;
Ability to plan, organize and mobilize construction projects;
Ability to compile construction project estimates to include time and material;
Ability to operate trucks and other assigned equipment;
Ability to oversee and schedule preventative maintenance on assigned equipment;
Ability to recognize parks construction needs;
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, and the general public;
Ability to manage, coordinate and evaluate the work of others;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED. Additional course work in construction practices and principles, training as an operating engineer, business administration, or project management a plus; and Considerable experience in parks maintenance and construction with some supervisory experience; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Commercial Driver's License (Class A) and Medical Examiners Certificate, or the ability to obtain within 6 months of employment.

Essential Physical Abilities

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;

Sufficient vision, with or without reasonable accommodation, which permits the employee to safely operate motor vehicles and maintenance equipment, and to inspect park grounds for satisfactory condition and repair;

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate trucks, construction equipment controls and operating systems, and park maintenance equipment;

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to enter, operate, control and exit vehicles and perform general labor associated with the hauling and placement of surface and other construction materials.