

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB272 Parks Urban Core Maintenance Supervisor
<b>POSITION #/TITLE:</b> 2760 Parks Urban Core Maintenance Supervisor	<b>Adopted:</b> 09-15
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Parks & Recreation/Parks	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 10
<b>Reports To Position #/Job Code #/JC Title:</b> 0525/NB120/Parks Superintendent	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment; Knowledge test
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Protective Clothing, Fall Protection	

<b>General Statement of Duties</b>
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Directs and supervises the work of maintenance crews in the Parks Division; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of seasonal and full time employees in City Park and Recreation work crews.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, organizes and supervises the maintenance activities of the Parks and Recreation department;  
 Prepares and coordinates annual, monthly and weekly work schedules;  
 Establishes job priorities and time frames for City park and recreation maintenance crews;  
 Monitors completion of job assignments to ensure compliance with maintenance standards; instructs workers, revises methods, and adjusts time frames as necessary;  
 Coordinates the work of several crews at different locations, requiring frequent travel to uphold supervisory responsibilities;  
 Trains seasonal as well as full time maintenance workers;  
 Provides technical advice to workers on equipment maintenance, park procedures and construction activities;  
 Operates, maintains, and supervises use of various motorized and non-motorized turf and grounds equipment including power mowers, trucks, tractors, loaders, aerifiers, top dressers, chemical sprayers, seeders, fertilizer spreaders, string trimmers, and other specialized turf or landscape equipment;  
 Responds to questions from the public concerning natural resource questions;  
 Observes turf and landscapes to detect disease, wear and stress, and determines appropriate treatment or prevention;  
 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 maintenance;  
Performs many of the work functions of the work crews as required;  
Develops volunteer initiatives, projects and trainings and manages volunteer activities and park projects;  
Participates in the installation and repair of various mechanical, plumbing, irrigation and splash pads;  
Conducts preventive maintenance;  
Conducts playground safety inspections as needed;  
Installs and repairs restrooms and park site amenity equipment;  
Monitors budget, purchases supplies, tracks inventories;  
Attends meetings, meets with internal and external customers;  
Reports trouble areas to Parks and Recreation Superintendents, as applicable;  
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 grounds, turf, irrigation, and native and non-native landscape maintenance practices;  
Thorough knowledge of the maintenance and repair of parks amenities and related facilities;  
Thorough knowledge of motorized equipment safety practices, procedures and preventative maintenance;  
Thorough knowledge of city safety policies and practices;  
Knowledge of the operation and maintenance of specialized facilities and splash pads;  
Thorough knowledge of management practices, establishment, care and maintenance of turf, trees, shrubs, annual flowers, native prairie landscapes and riverbank management including chemical, biological or mechanical practices;  
Thorough knowledge of the installation, operations, repairs, and maintenance of irrigation systems;  
Ability to manage, coordinate and evaluate the work of others;  
Ability to operate maintenance equipment and tools;  
Ability to use hand and power tools equipment;  
Ability to operate, maintain and make minor repairs to pumps, valves and splash pads;  
Ability to operate a personal computer using standard business applications;  
Ability to communicate effectively and maintain working relationships with other department personnel, supervisory personnel, contractors, and volunteers;  
Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations on parks maintenance activities and budget;  
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, supplemented by additional course work in parks and recreation management; and  
Considerable experience in grounds maintenance with some supervisory experience; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

<b>Required Special Qualifications</b>
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Iowa Pesticide Applicator's License (within 6 months of appointment).  
Valid Iowa Driver's License.

<b>Essential Physical Abilities</b>
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Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to observe park maintenance needs and problems and to operate motorized equipment and perform maintenance and repair activities for buildings, grounds and park facilities;

Sufficient manual dexterity, which permits the employee to use hand and power tools and perform construction and maintenance activities;

Sufficient personal mobility, which permits the employee to enter and exit vehicles, work in cramped spaces, transport supplies and materials and operate a variety of tools used in park, facility and building construction and maintenance activities.