

CITY OF SIKESTON, MISSOURI - JOB DESCRIPTION

Job Title: Park Maintenance Supervisor
Department: Public Works

Entry Grade: 13
FLSA Status: Eligible

Acknowledged
By Initialing:

- _____ **Supervision Received:** Receives general supervision from Director of Parks and Recreation with considerable latitude for independent action .
- _____ **Supervision Exercised:** First line supervisory position responsible for managing, directing and monitoring the daily activities of entry maintenance and skilled workers assigned to specific crew(s) or task(s).
- _____ **Responsibilities:** Maintains maintenance of all park facilities, playground equipment, fountains, public restrooms, and other facilities. Plans, organizes, directs, and assists with carpentry, plumbing, electrical, HVAC, fabrication, painting, concrete, welding and mechanical projects. Sets up equipment and any needed items for Parks and Recreation programs, leagues, special events and other City functions. Oversees gravel work, concrete, and asphalt related projects for park facilities. Oversees and assists with snow and ice removal. Manages construction and renovation of projects. Supervises and ensures quality work from contractors who mow and weed trim the parks. Assists the Director in preparing the budget. Prepares bid specifications for all equipment, including trucks, tractors, mowers. Assists the Recreation Complex Maintenance Supervisor with any project and/or maintenance needs at the Recreation Complex. Serves with Street and Building Maintenance Supervisors as emergency contact person in overtime situations. Responsible for preparation of performance appraisals for Entry Maintenance and Skilled Workers assigned to Park Division. Must become familiar with and understand City wide personnel and purchasing policies and procedures. Must practice budgetary awareness and control. May be required to perform other duties as assigned.
- _____ **Essential Functions of the Job:** Ability to perform work out-of-doors in all weather conditions with temperatures ranging from below freezing to above 100 F; ability to sit, stand, crawl, kneel, twist, stoop and climb for extended periods of time; ability to push pull, lift and/or carry objects weighing up to 80 lbs.; ability to use and/or operate hand-held motorized tools or machinery; ability to hear standard equipment alarms (buzzers, beepers, etc.); ability to use and/or operate hand-held motorized tools or machinery; ability to hear standard equipment alarms (buzzers, beepers, etc.); ability to work in confined spaces; ability to communicate verbally and in writing. Must possess ability to work in an environment containing dust, pollen and chemicals.
- _____ **Knowledge, Skills and Other Requirements:** Three years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience. Degree in Natural Resources, Parks and Recreation, or similar field. Supervisory Experience. Experience in grounds and facilities maintenance. Ability to write reports, business correspondence, and procedure manuals. Ability to speak effectively before groups of people and co-workers. Ability to apply concepts of basic algebra and geometry. Knowledge and proficiency with grounds assessment, painting, carpentry, plumbing, electrical, . General computer knowledge. Ability to operate welder, mower, bobcat, backhoe, dump truck, etc. Must exhibit proficiency in landscaping/forestry practices and procedures. Must possess basic knowledge of fertilizers, pesticides, herbicides or other chemicals and their application. Must exhibit proficiency in communicating directions/ instructions both verbally and in writing; must possess the ability to generate formal written reports and bid specifications. Must possess valid Class B Commercial Drivers License with air brake and

tanker qualifications. Must reside within a ten (10) mile radius of Sikeston City Limits. May be required to work irregular hours as needed. Must maintain active landline or cellular telephone.

The undersigned, before assignment to an employment position as described in the foregoing job description, herewith, acknowledges he/she has read said job descriptions and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorizes the City of Sikeston to conduct background checks, such as, but not limited to, prior employment, driving violation and criminal histories, as may be required for said position.

Applicant

Date

_____ **Employment Preconditions:** Applicant shall be required to submit to drug and alcohol screening prior to employment and at any time during employment.

The undersigned, before assignment to an employment position as described in the foregoing job description, herewith, acknowledges he/she has read said job descriptions and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorizes the City of Sikeston to conduct background checks, such as, but not limited to, prior employment, driving violation and criminal histories, as may be required for said position.

Applicant

Date