

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Grounds Maintenance Supervisor	<b>Job Code:</b> 3206
<b>Date:</b> April 9, 2018	<b>EEO Code:</b> SM
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is skilled supervisory work responsible to oversee installation, repair, general upkeep, construction, and maintenance planning for multiple sections of City grounds, parks, trails, open spaces, and recreation areas.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to the Parks and Grounds Superintendent and perform all assigned tasks under general direction. This work is distinguished from that of lower-level parks and grounds maintenance positions by its responsibility to supervise multiple grounds maintenance crews and operations.

**ESSENTIAL DUTIES:** Develop, coordinate, and implement grounds maintenance and construction plans; supervise preventative and scheduled maintenance of assigned facilities, grounds, and equipment; regularly inspect status and condition of facilities maintained by subordinate staff; receive, assign, and respond to service requests from the public and City departments and determine appropriate course of action; prioritize tasks against demands of previously scheduled items; submit costs and time estimates on maintenance/construction projects; schedule contractors; obtain necessary permits; ensure legal compliance on all projects; ensure safety and performance standards are met on all construction, installation, and maintenance activities; oversee development of schematics, plans, and project designs; diagnose problems and provide solutions and repairs; enforce park rules and security; oversee operation of all irrigation systems and Irrigation Central Control; maintain pump systems; provide support for recreation and sports events/programs; perform maintenance duties of lower-level positions as needed.

Supervise, plan, coordinate, and monitor work of assigned grounds maintenance employees including distribution and scheduling of workload; ensure work is completed accurately and efficiently; oversee training of assigned employees; identify, evaluate, and resolve employees concerns; conduct performance evaluations and recommend disciplinary action if needed; provide coaching and recognition for assigned employees as merited; interview and hire part-time seasonal staff; assist with full-time staffing decisions including recommendations on hiring and firing; inspect facility conditions and make adjustments as needed; monitor the quality and quantity of work performed by subordinate staff, provide feedback to employees; evaluate employee performance and record observations in employee performance appraisal interviews; monitor work of contractors; maintain appropriate records; assist in budget development process including submitting budget proposals; monitor expenditures and approve purchases within assigned budget; maintain statistical reports; prepare periodic written and oral reports; assist other staff members as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Associate's degree in Horticulture, Parks and Recreation, Landscape Architecture, or other related field and four (4) years of professional experience performing general parks and grounds maintenance work - two (2) years of which must have been in a supervisory capacity **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary training/education for six (6) months of experience]. Maintenance program development/administration experience desired.

**License(s)/Certificate(s):** A valid, lawful Commercial Driver's License (CDL-Class B) is required. NRPA/NPSI Playground Safety Inspector Certificate and Utah Non-Commercial Pesticide Applicator Certificate are required.

**SELECTION FACTORS:** *Knowledge of:* modern supervisory techniques; various grounds maintenance and construction equipment; landscape and sprinkler system design and flow pumps; turf management and proper application and storage of chemicals; related laws, codes, rules, and regulations governing functions of the position; appropriate safety procedures; operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* basic mechanics, electrical, plumbing, carpentry, and masonry; properly using and caring for tools and equipment; practicing trust-building behaviors. *Ability to:* recognize and identify common weeds, pests, and diseases; effectively perform various skilled building maintenance functions; exercise independent judgment in evaluating situations and making recommendations; evaluate work performance of subordinate employees and take action when needed; perform basic math calculations; quickly and accurately perform work; communicate effectively both verbally and in writing; organize assigned work and develop effective work methods; schedule workload; prepare clear, concise, and accurate reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public at all times.

**TOOLS AND EQUIPMENT USED:** Heavy equipment including front-end loader, grader, back hoe, utility trailer, bob tail dump truck, and trencher, small and light equipment including mowers, gang mowers, sod cutters, chain saws, pruning equipment, trimmers, aeration tractor, chippers, hand tools, and lawn mowing equipment, power tools including nail guns, saws, drills, acetylene welding equipment, and other related power tools, designs and models of irrigation controls, radio-activated irrigation controllers, and software, computers, office equipment, handheld radios.

**PHYSICAL DEMANDS:** Requires physical strength and agility to perform the work which includes sitting, standing, walking, crawling, maneuvering on the ground, reaching, stooping, crouching, pulling and/or pushing, carrying, grasping, lifting, regular work with hands, use of motorized equipment, and other varied physical activities associated with maintenance work.

**ENVIRONMENTAL FACTORS:** Requires exposure to adverse weather conditions, prolonged and high noise levels, hazardous conditions, and noxious chemicals. May also involve exposure to heavy traffic and stressful situations or environments, including, contact with the public and other stressful conditions related to the workplace. *Note: Employees of this class may be subject to on-call status.*

  
Department Director

3/29/18  
Date

  
Mayor/Chief Administrative Officer

4-9-18  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.