

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Parks Project Supervisor	Job Code: 3214
Date: August 1, 2018	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is skilled supervisory work responsible to oversee installation, construction, renovation, and field planning of City parks, recreation facilities, and other grounds locations.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Parks Projects Manager and perform all assigned tasks under general direction. This work is distinguished from that of lower-level positions by its responsibility to supervise multiple construction crews, contractors, and provide support to the Parks Projects Manager.

ESSENTIAL DUTIES: Develop, coordinate, and implement construction plans associated with the Parks and Recreation Master Plan; supervise the construction of parks, landscape, grounds, and other recreation facilities; regularly inspect the work of subordinate staff, contractors, and volunteers to assure that design specifications are met; compare construction documents against actual construction work and make field decisions accordingly; receive, assign, and respond to requests from the public and City departments; determine appropriate courses of action related to projects and requests; review scheduled tasks and prioritize accordingly; prepare and process proposals and contracts; submit costs and time estimates on construction projects; schedule contractors; obtain necessary permits and ensure regulatory compliance on all projects; monitor and ensure that safety and performance standards are met on all construction activities; oversee the development of schematics, plans, and project designs; diagnose problems and provide solutions; perform construction duties of lower-level parks crew as needed.

Supervise, plan, and coordinate the work of assigned personnel including distribution and scheduling of workload; ensure work is completed accurately and efficiently; oversee training of assigned personnel; monitor compliance with OSHA and other safety regulations; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and recommend disciplinary action if needed; provide coaching and recognition for assigned personnel as merited; interview and hire part-time staff; assist with full-time staffing decisions including recommendations on hiring and firing; monitor the quality and quantity of work performed by subordinate staff, provide feedback to employees; evaluate employee performance and record observations in employee performance review interviews; monitor the work of personnel and contractors and maintain appropriate records; assist in budget development process including submitting budget proposals; monitor expenditures and approve purchases within assigned budget; maintain various 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 Construction Management, Horticulture, Parks and Recreation, Landscape Management, or related field and four (4) years of professional experience performing general park construction 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].

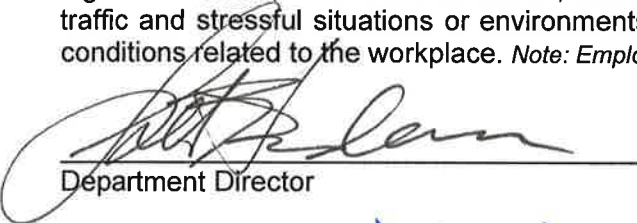
License(s)/Certificate(s): A valid, lawful Commercial Driver's License (CDL-Class B) is required. NRPA/NPSI Playground Safety Inspector Certificate and Utah Non-Commercial Pesticide Applicator Certificate are required. General Contractor's license is preferred.

SELECTION FACTORS: *Knowledge of:* modern supervisory techniques; various construction equipment; landscape and sprinkler system design and pumps; 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; advanced English composition, spelling, and grammar. *Skill in:* advanced mechanics, construction trades including footings, foundations, electrical, plumbing, carpentry, and masonry; site construction including grading, drainage, wet and dry utilities, concrete flatwork, pavers, post-tension concrete; properly using and caring for tools and equipment; practicing trust-building behaviors. *Ability to:* recognize and identify common site development issues; effectively perform various skilled functions related to building maintenance; exercise independent judgment in evaluating situations and making recommendations; evaluating the 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, trailers, dump trucks, and trencher. Small and light equipment including pneumatic tools, mixers, concrete finishing tools, compactors and other similar equipment. Various power tools including nail guns, saws, drills, arc and acetylene welding equipment, and other related power tools. Various 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 construction 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

7/30/18
Date


Mayor/Chief Administrative Officer

8-1-18
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.