

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Parks and Grounds Superintendent	Job Code: 3213
Date: February 5, 2018	EEO Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is administrative, planning, and management work with responsibility to direct the maintenance of City grounds, parks, trails, open spaces, and recreation areas.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Assistant Director of Parks and Recreation and performs all tasks under very general direction. This work is distinguished by its comprehensive responsibility to oversee the activities and employees of City parks and grounds maintenance operations.

ESSENTIAL DUTIES: Oversee and direct the activities, planning, programs, schedules, and employees of parks and grounds maintenance operations; develop and operate programs for weed abatement, turf, forestry, trails, open spaces, outdoor recreation areas, and associated facilities; guide strategies for irrigation, fertilization, insect and disease control, and replacing trees, shrubs, turf, and ornamental plants; develop and implement maintenance standards; evaluate maintenance standards and production levels and determine cost-effectiveness; inspect work of subordinate staff and ensure regular performance inspections of all staff; identify successes, deficiencies, and risks and make work process or policy improvements; develop and implement goals; assess community needs and modify services as needed; assist in designing new parks and associated facilities; prioritize vehicle and equipment repair work according to department needs; oversee seasonal maintenance projects; write grant proposals; administer and monitor contract services; participate in strategic and long-term planning for the department master plan; ensure enforcement of associated ordinances and propose changes as needed; act as technical resource to employees and the public on maintenance issues; respond to and resolve concerns.

Develop and manage assigned budgets including purchasing and expenditure oversight; maintain equipment inventory; oversee customer service efforts; direct, develop, and implement marketing strategies and materials for assigned area; maintain cooperative relationships with the public and community resources; ensure overall compliance with City ordinances and policies, department policies, and local, State, and Federal regulations; ensure proper documentation of operations; prepare and present records, statistical reports, and administrative summaries on activities and performance; as needed, perform duties of lower-level technicians.

Supervise, plan, and coordinate the work of assigned personnel; ensure work is completed accurately and efficiently; make staffing decisions including hiring, firing, and assignments; identify, evaluate, and resolve personnel concerns; conduct performance evaluations; enact discipline or recognition as needed; oversee and direct recruitment, training, and development of assigned personnel; ensure subordinate compliance with City and department policies and procedures; implement policy changes; supervise record maintenance; review reports, logs, work records, and documentation of subordinates; develop and manage safety program; coordinate risk management issues; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Horticulture, Parks and Recreation, Landscape Architecture, or related field and five (5) years of professional experience in parks and/or grounds maintenance work or related field – three (3) years of which must have been in a supervisory capacity **OR** an equivalent combination of education, training, and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certificate(s): A valid, lawful Driver's License is required. ISA Arborist Certificate and NPSI Playground Safety Inspector Certificate preferred.

SELECTION FACTORS: Knowledge of: laws, codes, rules, and regulations governing the position including OSHA; management principles and practices; equipment, chemicals, and techniques used for maintaining parks, grounds, trails, trees, turf, open spaces, and outdoor recreation areas; proper application and storage of chemicals; the principles and practices of municipal government; modern supervisory techniques; basic English composition, spelling, and grammar; budget preparation and administrative process; the operations, functions, and terminology common to the work. **Skill in:** overseeing basic construction projects, including contract management; dealing with stressful situations firmly, tactfully, and with respect for individual rights; observing and remembering detail; preparing clear, concise, and informative reports and presentations; finding solutions to complex problems; organizing assigned work and developing effective work methods; handling personnel issues and coaching employees. **Ability to:** conduct effective performance appraisals; conduct oneself ethically and continually demonstrate high moral character; drive motor vehicles in a safe manner; analyze the value and cost effectiveness of activities; recognize potential and actual dangers and determine proper courses of action; perform work with speed and accuracy; exercise independent judgement; maintain a high level of discipline and morale amongst assigned staff; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, patrons, and the general public; demonstrate a high level of commitment to principles of customer service.

TOOLS AND EQUIPMENT USED: Computer, basic office machines, basic software and word processing programs, department-specific software, telephone, safety clothing and equipment, and a motorized vehicle. May use various grounds maintenance equipment.

PHYSICAL DEMANDS: Requires physical strength and agility to perform the work which includes: lifting weights up to 100 lbs., standing, walking, crawling, maneuvering on the ground, reaching, stooping, crouching, pulling, pushing, carrying, grasping, regular work with hands, use of motorized equipment, and other varied physical activities associated with maintenance work, and sit at a computer desk for long time periods while maintaining concentrated attention to details.

ENVIRONMENTAL FACTORS: Work is primarily inside but includes frequent exposure to adverse weather conditions, prolonged and high noise levels, hazardous conditions, noxious chemicals, and potentially heavy traffic. May also include exposure to high stress situations or environments, including contact with the public and/or employees in confrontational or emotionally charged circumstances.


Department Director

1/16/18
Date


Mayor/Chief Administrative Officer

2/5/18
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.