



## **Operations Supervisor, Parks & Recreation (1540)**

**FLSA Status:** Exempt

**Pay Grade:** 18

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to coordinate facilities maintenance and facilities use and to supervise assigned staff for the Parks and Recreation Department.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; develops and distributes staff schedules; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Inspects and evaluates facilities and systems: determines maintenance and repair needs and develops maintenance schedules; manages preventive/corrective maintenance activities; and ensures that facilities meet requirements of all applicable codes, laws, rules and regulations.

Supervises facilities maintenance, repair, and modification projects: writes and receives work orders; prioritizes and schedules work; determines and coordinates necessary equipment, materials, and manpower to complete projects and work orders; plans most efficient use of resources; assigns projects and work orders to appropriate staff; redirects or reassigns workers in response to emergencies or changes in priorities; monitors progress in meeting project deadlines; and responds to problems or emergency situations.

Supervises the performance of general custodial duties at facilities, such as cleaning restrooms, kitchens, locker rooms, meeting rooms, and other areas, vacuuming carpets, scrubbing and waxing floors, dusting, washing windows, emptying trash, and setting up and tearing down staging, chairs, tables, bleachers, etc. for meetings, classes, tournaments, and events.

Solicits and secures the services of third-party service providers: solicits quotes and bids from service providers for various custodial tasks; prepares cost estimates for service; writes bid specifications; receives and reviews bids and quotes; and recommends or selects service provider.

Maintains inventory of equipment and supplies: monitors inventory levels; ensures adequate materials and supplies to complete projects; researches products and equipment; prepares solicitation documents for bids and quotes as required; prepares purchase orders for new and replacement equipment and supplies; and coordinates with the Purchasing Department as needed.

Coordinates use of division facilities: develops and implements policies and guidelines for facility use; provides information and answers questions regarding policies, guidelines, fees and other facility rental and use information; monitors facility reservation system and tracks facility use; and ensures facilities are set up and cleaned up for individual rentals and events.

Assists in developing and implementing budget for area of assignment: makes recommendations regarding budget allocations for staffing, equipment, and capital improvement needs; and monitors revenues and expenditures to ensure compliance with approved budget.

Assists in developing long-term goals for facilities renovation, repair, and/or replacement: evaluates facilities and facility systems, such as electrical, HVAC, plumbing, lighting, etc. to determine future repair and replacement; and projects costs for repairs or replacement.

Communicates with Director, County employees, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; participates in various committees; and attends and conducts meetings.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED required, supplemented by vocational or technical training in building trade, facilities management or a related field; supplemented by three years of experience in facilities maintenance and repair; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, temperature and noise extremes, heights, machinery, vibrations, or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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