

# LINN COUNTY CLASSIFICATION

**TITLE: ASSISTANT PARKS OPERATIONS SUPERVISOR**

**NUMBER: 058**

**APPROVAL ORDER NUMBER: 2017-068**

**PAY RANGE: 17**

**DATE: MARCH 28, 2017**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assists the Parks Operations Supervisor and Director in planning, assigning and supervising the Parks and Recreation Department's field operations and ranger program. Work involves training, assigning and supervising the work of subordinates and supervising management of park facilities and maintenance; does related work as required.

SUPERVISION RECEIVED: Works under the direction of the Parks Operations Supervisor and often through the direction of the Parks and Recreation Director who assigns responsibilities and reviews work for results obtained and conformance to assignment.

SUPERVISION EXERCISED: Exercises supervision over assigned operations, rangers and maintenance personnel; participates in selection of new personnel; assigns duties, provides training, evaluates performance and recommends personnel transactions. May be assigned additional supervisory duties in the absence of the Parks Operations Supervisor.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Supervises maintenance staff and assigned ranger staff, reviews daily work progress, offers training assistance and determines best solutions when problems arrive. Assists with the planning, assigning and supervising of the department's operations, maintenance and construction program.
2. Constructs and repairs parks and museum facilities, trails, picnic tables, benches, footbridges, fire pits, storage sheds, restrooms, signs, etc. to include repair of deteriorated and vandalized park facilities; i.e. sign posts, bathroom fixtures, lights, signs, benches, picnic tables, boat docks, etc.
3. Performs general park maintenance including maintaining park grounds; maintaining restroom facilities; trash removal; operates, maintains and repairs critical park infrastructure, utilities, wastewater treatment and portable water systems; maintains operational records, inspects and monitors facilities for safety and maintenance needs.
4. Supervises public compliance with department policies, rules and regulations. Manages notices of violations program and resolves related disputes. Opens and closes parks; collects fees; provides information to the general public, enforces rules and regulations; purchase materials and supplies consistent with department policy.
5. Manages supplies and equipment inventory, reviews and evaluates parks operations and maintenance program, orders and purchases supplies and materials; schedules assigned personnel; assists in budget development.

6. Maintains operational records and prepares periodic reports for required state regulated water and waste water programs.
7. Evaluates performance and manages Parks Department Safety and Training program to insure compliance with mandated State and County requirements.
8. Assists with the development and implementation of park layout and facilities design. Inspects contracted construction projects for compliance to specifications of materials and work performance.
9. Reviews and implements department operational policies and procedures, makes recommendations and assists in development of new policies and procedures.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance. During the main recreation season (approximately April through September) employee will be required to work a flexible schedule, including working evenings and weekends with two mid-week days off. Employee will also be required to work on three holidays (Memorial Day, Fourth of July and Labor Day).

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of the practices, principles and methods involved in park management, operations, maintenance and construction. Considerable knowledge of necessary park materials, equipment and their application for operations and maintenance. Considerable knowledge of park layout and facilities design. Knowledge of supervisory methods and techniques and knowledge of safe working practices.

Skill in the operation and maintenance of hand tools. Skills in the operation and maintenance of heavy equipment.

Ability to communicate effectively both orally and in writing. Ability to train, layout, assign and supervise the work of subordinates. Ability to prepare reports. Ability to maintain accurate records. Ability to establish and maintain harmonious working relationships with contractors, subordinates, superiors and the general public.

**EXPERIENCE, EDUCATION AND TRAINING:** Five years of progressively responsible experience in park operations and management including experience in a supervisory capacity. Considerable experience with trade skills including electrical, HVAC, concrete,

masonry, plumbing, mechanical, carpentry, framing, drywall and roofing preferably specializing in park construction.

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Graduation from high school or possession of the equivalent GED certificate, preferably supplemented by additional college level coursework in parks and recreation, construction and design or related field; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Class B motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL: Work is generally performed outdoors in all types of weather and in all Linn County Parks locations. Work requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop and kneel. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move ninety (90) pounds is also required.