

## **LINN COUNTY CLASSIFICATION**

**TITLE: PARKS OPERATIONS SUPERVISOR**

**NUMBER: 840**

**PAY RANGE: 20**

**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**

**NUMBER: 99-555**

**DATE: October 20, 1999**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans, assigns, and supervises the Parks and Recreation Department's field operation and maintenance program. Work involves training, assigning and supervising the work of subordinates and supervising equipment usage and maintenance.

SUPERVISION RECEIVED: Works under the direction of the Parks and Recreation Director who assigns program priorities and monitors work performance for effectiveness.

SUPERVISION EXERCISED: Exercises supervision over assigned maintenance personnel; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for 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. Plan, assign and supervise the department's operation and maintenance program.
2. Supervise the department's force account construction.
3. Supervise all equipment maintenance personnel.
4. Inspect all contracted construction for compliance to specifications on materials and work performance.
5. Review and assist in park layout and facilities design.
6. Respond to inquiries from the general public on park and recreation programs and activities.
7. Maintain operational records and prepare periodic reports regarding work progress and program activities.
8. Monitor safety practices of field personnel.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

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 construction and maintenance. Considerable knowledge of the materials and the equipment, application, operation and maintenance. Considerable knowledge of park layout and facilities design. Knowledge of supervisory methods and techniques knowledge of safe working practices.

Skill in the operation and maintenance of hand tools.

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 the construction trades, preferably specializing in parks construction which included one year of experience in a supervisory capacity; graduation from a senior high school, preferably supplemented by additional college level coursework in parks and recreation, construction and design or related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATION: Possession of a valid motor vehicle operator's license and an acceptable driving record plus a State of Oregon Pesticide and Herbicide Applicator's License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed outdoors in all types of weather and in all Linn County park 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.