

# MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

Page 1 of 5

## POSITION DESCRIPTION

<b>Employee Name:</b>		<b>Position Title:</b> Parks & Facilities Superintendent	
<b>Class Number:</b>	54111	<b>Class Title:</b>	
<b>Dept./Div.:</b>	Public Works/Service	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Public Service Director	<b>FLSA Status; Pay:</b>	Exempt
<b>Normal Hours:</b>	To be determined	<b>EEO Status:</b>	08 – Service & Maintenance
<b>DOT (closest applicable number):</b> 188.167-062			

**PURPOSE:** The Parks & Facilities Superintendent is responsible for day-to-day operations within the Parks & Facilities Division which includes maintaining all City owned parks, athletic fields, landscape areas, parking lots, equipment, maintaining all City owned facilities (e.g., electrical, plumbing, painting, roof repair, etc.) and oversees contract compliance (e.g., HVAC, pest control, janitorial, fire, security, elevator et. al.). Is responsible for ordering and maintaining the materials needed for the department.

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent (bachelor's degree in agronomy, turf management, park and recreation management, biological science or closely related field of study preferred); three (3) years of supervisory experience; three (3) years of experience in the field of turf management or related field; prior experience working in a government or business office; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; must be able to work on-call hours as necessary.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess the ability to obtain first aid/CPR certification first available training session after hire; must possess Certified Playground Inspector certification; must possess a valid Ohio CDL Class A License, including air brake and tanker endorsements within twelve (12) months of employment; maintain insurability under the Municipality's vehicle insurance policy; and obtain an Ohio Department of Agriculture Pesticide license.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Automobile, cellular phone, personal computer, printer, copy machine, fax machine, and other standard business office equipment, HVAC equipment, pool pumps, power and hand tools, light and heavy construction equipment, mechanics tools, irrigation systems.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in the vicinity of dockboards; works in an area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, unclean or unsanitary conditions, electrical shock; works with moving mechanical parts of equipment or machines (e.g., mowers, chainsaws, trimmers, vehicles); exposed to possible injury from falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; exposure to extreme nonweather-related heat or cold; exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; frequently lifts objects 75 lbs or less; frequently carries objects 75 lbs or less; frequently pushes objects

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

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Page 2 of 5

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100 lbs or less; frequently pulls objects 100 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 35% (1) Supervises all staff assigned (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, evaluates performance, recommends pay assignments, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, assists with the development of policy, recommends policy changes, etc.); monitors and directs day-to-day activities of assigned staff.
- 25% (2) Plans and coordinates the turf management program (e.g., fertilization, aeration, irrigation, mowing, weed control, etc.); soiling, seeding, aerating, irrigating, feeding, mulching, removal, and other related turf programs; inspects and supervises as necessary. Oversees strategies and programs to provide preventive and on-going maintenance and prevent or minimize premature failure of critical system components and processes; develops and oversees an effective system to determine priority of incoming maintenance requests; assigns projects according to urgency, need, and other considerations; ensures that projects and requests adhere to established timetables or deadlines; coordinates projects with administration and other staff in order to determine strategic plan for Municipality facilities; and oversees and ensures completion of projects with the assigned fiscal term.
- 15% (3) Strictly enforces policies, rules, regulations, laws, and ordinances governing the conduct of persons using the facilities and promptly warns users of existing safety hazards; performs safety audits; safeguards and regulates the conduct of patrons to prevent unsafe practices and accidents.
- 15% (4) Assists with daily operations of the department (e.g., athletic field maintenance, snow removal, turf maintenance, operation of equipment, equipment repair, etc.); must be able to perform the duties essential for functions of Grounds Maintenance Workers I and II as required; acts as department technical advisor for control of diseases and insects that affect lawns, turf, trees, and shrubbery; and assists the Forester and Public Works Superintendent with the identification of tree-related issues.
- 10% (5) Assists in the preparation of the annual budget; recommends expenditures regarding equipment and supplies; monitors current stock and places orders as necessary; assists with departmental planning (e.g.,

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Park System Master Plan, grant funding, capital projects, short/long range planning, etc.).

(6) Maintains contact with contractors, vendors, citizens, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.

(7) Maintains required licensures and certifications.

(8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(9) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

(10) Performs other related duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** bookkeeping; budgeting; inventory control; \*purchasing; interviewing; \*municipal goals and objectives; \*municipal policies and procedures; \*government structure and process; workplace safety practices and procedures; emergency medical care procedures; first aid and C.P.R. practice; grounds maintenance and repair; public relations; \*community resources and services; \*office practices and procedures; English grammar and spelling; supervisory principles and practices; manpower planning; project management; local geographical area; \*facility operations; general construction; equipment maintenance and repair; vehicle maintenance and repair; mechanical maintenance and repair (including HVAC, plumbing & electrical); grounds maintenance and repair; records management; employee training and development; playground inspection techniques; snow and ice removal; proper lifting techniques; forestry; horticulture; grounds keeping (fertilization, aeration; irrigation, mowing, weed control, disease identification, etc.); athletic field maintenance; heavy equipment operation; risk management; trends in the field; personnel rules.

**Skill in:** data entry; computer operation; use of modern office equipment; motor vehicle operation; operation of power equipment (e.g., chain saws, line trimmers, blowers, edgers, etc.); snowplow operation; aquatics equipment operation; turf maintenance equipment operation; heavy equipment operation; operation of bench/mechanical tools; operation of hand tools; operation of other equipment to perform the essential functions of the position.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; recognize threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion;

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understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; compile and prepare reports; write and/or edit documents for publication; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; cooperate with co-workers on group projects; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; work in both indoor and outdoor environments, and being exposed to varying and extreme weather conditions; provide outstanding customer service; conduct effective interviews; perform light labor for extended periods of time in often adverse conditions; perform heavy labor for extended periods of time in often adverse conditions; respond to emergency situations; carry out instructions; to work under stressful conditions; travel to and gain access to work site; work all types of hours.

### POSITIONS DIRECTLY SUPERVISED:

Sr. Grounds Maintenance Worker I, Sr. Grounds Maintenance Worker II, Grounds Maintenance Worker I, Building Maintenance Technician, Seasonal Grounds Maintenance Staff

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\_\_\_\_\_  
(Signature of Municipality Representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)