



## NORTH TAHOE PUBLIC UTILITY DISTRICT JOB DESCRIPTION

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### **PARKS & FACILITIES SUPERVISOR**

#### **GENERAL PURPOSE**

Under direction, to lead, plan, organize, direct, and actively participate in the work of crews performing various assignments related to the repair and maintenance and set-up activities of all areas assigned to the Recreation & Parks Department, including assignment of duties related to the maintenance of District facilities and buildings including conference support services for the North Tahoe Community Conference Center.

#### **SUPERVISION RECEIVED**

Receives general level supervision from higher level staff. Technical or functional supervision may be provided by Parks Maintenance Superintendent, and/or Parks & Facilities Manager.

In addition when assigned to the North Tahoe Community Conference Center receives general supervision from the Conference Services Director related to conference services set-up.

#### **SUPERVISION EXERCISED**

This position will supervise the work of assigned crews in the areas of parks, landscape, and/or facilities maintenance. In addition may provide supervision to unpaid workers. May provide technical or informational guidance on a project basis to seasonal and other staff.

#### **DISTINGUISHING CHARACTERISTICS**

This is a working supervisor position responsible for one or more parks and/or conference center maintenance functions including all maintenance functions assigned the Recreation & Parks Department. Incumbents may supervise and, as necessary, participate in the actual work being performed.

This class is distinguished from that of Parks Maintenance Worker II through its' primary responsibility for supervising more than one maintenance function or assignment. It is distinguished from the Parks & Facilities Manager in that the Manager level position is responsible for all functional areas and is the head of the Parks Department.

Position assigned to this class requires the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate a full range of mechanical equipment related to the specific functional assignment.

## **EXAMPLES OF DUTIES (May include, but are not limited to the following)**

Plan, prioritize, assign, supervise and review the work of maintenance crews involved in program and event set-up, building maintenance and minor repair.

Assist in budget preparation and resource allocation of equipment, inventory control management, and materials based on maintenance and safety standards and user needs.

Participate in employee selection process, staff training and evaluation of employees based on performance measures and outcomes.

Counsel employees to improve performance or take corrective actions and implement disciplinary procedures.

Maintain accurate records for time, material and equipment use.

Respond to user's concerns, problems or complaints in a timely manner, maintaining a customer service philosophy that is responsive and strives to improve public and building safety, security and accessibility.

Maintain a visible profile in the community and with employees, through field visits and inspection of park facilities and equipment, noting needs for maintenance and repairs.

Observe the work of crews, while in progress and provide technical advice and assistance as needed.

Supervise the maintenance staff in the safe application and use of cleaning chemicals, professional kitchen equipment and chemicals and maintenance, commercial custodial practices and safety regulations per state law.

Communicate effectively with the general public, employees, client user groups and District management in oral and written form.

Maintains a variety of records relating to inspections, maintenance activity, materials supply, inventory, etc.

Provide for the training of assigned personnel in work methods, use of tools and equipment and safety practices as appropriate.

Provide for personnel, material and equipment necessary to perform work; and maintain adequate inventories of materials and equipment.

Plan, organize and direct the work of contractors, including evaluation of work performed and payment of vendor for services rendered.

Conduct inspections of assigned areas and submit recommendations as to maintenance work needed.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Prepare and maintain reports and records.

As needed, respond to emergency situations.

Perform other duties as assigned.

### **ESSENTIAL JOB FUNCTIONS**

Ability to plan, supervise and engage in a broad range of park and facilities maintenance, operations, and construction functions; communicate effectively both orally and in writing; train, supervise, and provide quality control for park and facilities maintenance and/or unpaid workers; regularly operate a motor vehicle; lift objects weighing between 35-50 pounds; possess hand and finger dexterity for operation of equipment.

### **PERIPHERAL DUTIES**

May serve on employee committees as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- A. Graduation from a high school or GED equivalent and,
- B. Four years of increasingly responsible experience performing parks and facilities, (event and program support in buildings for conference center), commercial custodial practices and building repairs including one year of supervisory or lead responsibility, and,
- C. Training equivalent to 30 college units desirable supplemented by specialized training in management, personnel supervision, customer service, maintenance management, scheduling efficiency, custodial equipment, plumbing, and minor repairs/troubleshooting of HVAC desirable, or,
- D. Any equivalent combination of education and experience.

A typical qualifying background would be graduation from high school or possession of a GED along with four years of experience as a crew leader or a skilled worker in parks and facilities maintenance, and repair and maintenance.

#### **Desired Knowledge, Skills and Abilities:**

Knowledge of materials, methods, custodial and equipment used in building maintenance and minor repair activities.

Knowledge of types and level of maintenance and repair activities generally performed in a building maintenance and repair program.

Knowledge of principles of supervision, employee motivation, team building and performance evaluation.

Knowledge of safe work practices and laws pertaining to building maintenance and custodial practices.

Knowledge of the principles and practices of supervision, including training; the operation and maintenance of a variety of motorized equipment;

When assigned to the Conference Center knowledge of inventory maintenance, ordering, recordkeeping, and mathematical and related techniques used to estimate material needs and their costs.

Skill in operation of the listed tools and equipment.

Verbal and written communication skills.

Ability to perform semi –skilled and skilled maintenance, construction, and repair work in the area of work assigned.

Ability to establish and facilitate cooperative working relationships with employees and community groups to work effectively and collaboratively.

Ability to effectively supervise the work of the assigned personnel and accomplished the completion of assigned programs and projects.

Ability to keep accurate records and prepare reports.

Ability to lead and mobilize others to action providing support, training, mentoring and evaluation.

Ability to prepare and maintain accurate written reports and records and other material as appropriate.

### **Licenses Required:**

Possession of a State of California or Nevada driver's license along with a driving record acceptable to the District and the District's insurance carrier.

### **Tools and Equipment Used**

Hand tools such as those used for raking, digging, pruning, leveling, custodial tools such as brooms, mops, floor cleaners, etc.; basic construction type of tools such as hammers, saws, tape measures, carpenter square. Pick-up, utility van; various hand

and power tools used in parks and facilities maintenance; telephone, radio, calculator, copy machine, and personal computer.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand; talk or hear; frequently lift, carry, drag and push objects of varying shapes and sizes, bend, twist, occasionally required to climb or balance, use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and smell.

The employee must regularly lift and/or move 15-35 pounds and occasionally up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollens, and fumes, and weather extremes.

The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may be required to work night, early morning, or weekend hours dependent on workload factors in addition to normally scheduled work hours. The position may work a flexible work schedule including weekends due to seasonal nature of work or client user requirements.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change in accordance with applicable MOU provisions.

Approval: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
                  General Manager/CEO

Revision History:

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