



CLASSIFICATION NO. 459

Established: 8/78

Revised: 1/93

FLSA: Exempt

EEO: 8

## **PARK MAINTENANCE SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize and direct the activities and personnel involved in the maintenance, repair and physical operation of park facilities within Clackamas County; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

This classification is found within the Parks and Property Resources Division of the Department of Transportation and Development (DTD), and within the Parks Division of the North Clackamas Parks and Recreation District (NCPRD). The Parks and Property Resources Division is responsible, within the County, for managing County forests, parks and recreation areas, and the disposition of real and/or personal property that has been deeded or vested to the County. This section provides recreation programs and services, including management of community centers, sports facilities and a marina. The North Clackamas Parks and Recreation District provides aquatic, park, recreation, education and social services to County residents within the park district boundaries.

The Park Maintenance Supervisor is responsible for maintaining the physical condition of County or District park facilities. The incumbent determines employee and equipment needs for maintenance and repair projects, oversees the work of park maintenance personnel and contracted services and ensures completion of projects as scheduled.

The Park Maintenance Supervisor differs from the Park Operations Supervisor (DTD), which organizes and directs park services and programs, and from the Parks and Recreation Program Manager (NCPRD), which is responsible for planning and coordinating diverse recreation and leisure programs and activities, including aquatics, provided by the District. It also differs from the Park Maintenance Worker (DTD), and Park Maintenance Specialist (NCPRD), which perform manual labor on park maintenance projects.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Prepares, negotiates and administers park development and maintenance contracts; prepares plans and specifications; inspects and reviews ongoing and completed work for compliance with contract specifications.
2. Plans and administers preventive and corrective maintenance for park lands, buildings and equipment; inspects and evaluates physical condition; establishes priorities and prepares detailed maintenance and repair schedules; coordinates projects with volunteer and service

organizations; coordinates the purchase of project materials.

3. Hires and supervises regular and temporary maintenance staff, volunteers and community service workers to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
4. Plans and implements safety training programs; ensures compliance with safety procedures.
5. Responds to questions, complaints and requests for service from the public; provides information on park rules and regulations, history, plants and animals; coordinates activities with caretakers, concessionaires, park rangers, law enforcement officials, volunteer groups and contractors; prepares and maintains reports, records and correspondence.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of park facility and grounds maintenance and repair and basic landscaping; principles and practices of personnel management and contract administration; participative management theories; federal, state and local rules and regulations pertaining to park safety; basic math.

Skill to: Communicate effectively, both orally and in writing; organize and direct the work of assigned personnel; train staff in park maintenance and safety procedures; operate repair and maintenance equipment and tools; prepare and administer service contracts; prepare maintenance schedules and reports; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with County staff, contractors and the public.

### **WORKING CONDITIONS**

May require evening, weekend and holiday work during summer months.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.