



CLASSIFICATION NO. 456  
Revised: 9/85, 8/91, 1/93  
Archived: 11/01  
Reactivated and Revised: 12/17  
FLSA: Exempt  
EEO: 8

## **PARK OPERATIONS SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize and supervise the programs, activities and personnel involved in County park operations, maintenance and development projects; to monitor and enhance program effectiveness; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Parks Division within the Department of Business and Community Services is responsible 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 division provides and maintains outdoor recreation facilities including campgrounds, day-use facilities, boat ramps, a golf course and a marina.

The Park Operations Supervisor is responsible for the planning, coordination and supervision of various services and programs to ensure the efficient operation of County park facilities, including staffing, customer service, repair and maintenance and oversight of construction projects. The incumbent is also responsible for project development, physical asset management, and monitoring revenues and expenditures.

The Park Operations Supervisor differs from the Parks Manager who is responsible to oversee and manage all Parks Division staff and activities.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Monitors and evaluates park facilities and services, patron satisfaction and current/future needs; reviews operating policies and procedures; develops value and quality control measures and standards; analyzes program effectiveness and makes recommendations for improvements; responds to and resolves customer concerns, questions and complaints.
2. Oversees construction and maintenance projects; prepares project and bid specifications for the construction and maintenance of parks facilities; assists Parks Manager in developing and distributing requests for proposals (RFP) and requests for quotations (RFQ); evaluates and recommends preferred bids; inspects and reviews ongoing and completed work for compliance with contract specifications; approves work order changes and authorizes payment to contractors.

3. Plans, coordinates and participates in landscaping and maintenance of park lands, buildings and equipment; inspects and evaluates physical condition; establishes priorities and prepares detailed maintenance and repair schedules and specifications; coordinates projects with volunteers and service organizations; researches and coordinates the purchase of plants, equipment and other project materials.
4. Assists in budget/grant preparation and administration; prepares and presents proposals to budget advisory boards and granting agencies; administers budgeted and grant funded projects; reviews, authorizes and monitors expenditures for appropriate budget allocations; researches and recommends fees for activities; develops proposals for additional funding and personnel; gathers and compiles data and prepares reports and presentations related to park operations.
5. Hires and supervises regular and temporary employees, 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.
6. Oversees and conducts customer and public relations activities; develops resources within community and private organizations and businesses; prepares and delivers presentations and provides program information to the public, community groups and agencies; prepares informational flyers, brochures, newsletter articles, press releases and correspondence; develops public support and awareness of programs; communicates regularly with neighborhood associations, service clubs and citizen advisory committees..

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Park facility design and construction; planning and development of facilities, horticulture, community planning, construction management, park facility management; use of asset management software; native flowers, shrubs and trees; irrigation methods, systems and maintenance practices; tools, equipment and materials used in park and landscape maintenance; basic plumbing and electrical; environmentally safe techniques for the application of herbicides, insecticides and fungicides; financing and budgeting principles; State and local building, zoning, sanitary and safety codes and regulations; contract preparation and administration techniques; ; cost estimating techniques; record keeping techniques; personnel management principles and practices; participative management theories.

Skill to: Communicate effectively, both orally and in writing; maintain accurate record keeping and bookkeeping systems; write clear, concise reports; prepare and justify budget and grant proposals; safely operate motor vehicles and manual and power tools; repair and maintain small gasoline engines; install and repair underground irrigation systems, including water scheduling and programming of automatic irrigation controls; read and understand landscaping plans and specifications; plan and supervise the work of assigned staff and maintenance crews; 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 cooperative working relationships with the public, other agencies, contractors community service workers, volunteers and County personnel; enforce park rules and regulations; train, evaluate and supervise staff in safe park operation procedures.

## **WORKING CONDITIONS**

Duties require frequent to continuous standing, walking, squatting, kneeling, bending, twisting, balancing, climbing, overhead reaching, grasping, fine motor control, and the ability to lift and carry up to 60 pounds, and push/pull 50 pounds. Duties also involve exposure to confined spaces, loud noises, vibration, slippery and/or uneven surfaces, working at heights, exhaust fumes and dust, chemicals, and adverse weather conditions including extreme temperatures.

## **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 (DOT Regulations for CDL).

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

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.

## **POST-EMPLOYMENT REQUIREMENTS**

Ability to obtain a State of Oregon Pesticide Applicator license within six (6) months of hire.

Ability to obtain a valid Class A Commercial Driver's License (CDL) within six (6) months of hire.

Edited: 8/25