

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Parks and Facilities Maintenance Supervisor
FLSA Status: Non-Exempt
Salary Range: 570

Dept.: Parks, Recreation, and Cultural Services
Reports to: PaRCS Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

General Position Summary

The Park and Facility Maintenance Manager is responsible for assessing, determining, recommending, and managing park and building maintenance activities including the maintenance, repair, construction and operation of city parks and recreational facilities.

Essential Functions:

- Support and model the identified vision, values, and behaviors of the organization.
- Plan, organize and manage maintenance operations and site security of city parks and facilities.
- Plan, direct, prepare schedules and oversee contract parks maintenance services; e.g. turf, tree, and shrub maintenance, athletic field design and maintenance, irrigation system maintenance and janitorial services.
- Troubleshoot problems and resolve non-routine maintenance and repair issues.
- Supervise staff work assignments, evaluate performance, and provide regular feedback on job performance.
- Provide recommendations to PaRCS Director for staff hiring and termination.
- Provide motivational leadership, training resources, work plan development, and guidance to assigned staff.
- Provide input on new projects and improvement plans.
- Prepare construction specifications and cost estimates for smaller renovation projects, produce contract bid documents, and arrange for the bidding and award of contracts.
- Negotiate and monitor contracts and services of outside firms to assure compliance with specifications, timelines, and City ordinances and policies.
- Prepare and administer assigned division budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; perform cost analysis; monitor and approve expenditures; implement adjustments.
- Develop, update and maintain park and building operations maintenance policies, standard operating and safety procedures, goals and objectives.
- Maintain ongoing park and facility maintenance training, certification and licensing.
- Prepare administrative reports as required.
- Develop and maintain diplomatic relationships with inter-departmental and external parks and facility users.
- Administer volunteer program including project development and coordination with staff and volunteers. Supervise volunteers from various groups, such as local schools, spring clean-up, adopt-a-park, court ordered community service and other local service groups.
- Respond to emergencies on a 24-hour basis, identify and communicate repairs needed, make repairs or work with other maintenance workers to make repairs and transport equipment and materials.
- Perform related duties as assigned.

Secondary Functions

- Perform skilled maintenance and repair work of grounds and facilities.
- Prepare, write, and administer grants.
- Serve on and participate in various committees.

Job Scope

Position involves recurring work situations with occasional variations from the norm. The position involves a high degree of complexity and the incumbent determines own practices and procedures, contributes to the development of new concepts, and operates independently with minimal supervision.

Supervisory Responsibility

This position supervises park and facility maintenance staff, custodial staff, grounds maintenance and facility contractors, volunteer groups, special events personnel, and court-ordered community service workers.

Interpersonal Contacts

Contacts are usually made with others both inside and outside the organization.

Specific Job Skills

Knowledge of

- Park and facilities maintenance operations including budgeting and cost accounting.
- Maintenance management systems and best practices.
- Materials, equipment, methods and practices essential to landscaping, construction, and maintenance of parks and facilities.
- Pest identification, control techniques, and safe application and disposal of chemicals.
- Irrigation and drainage systems design and installation.
- Budget development and planning including the ability to monitor and control expenditures.
- Playground safety guidelines, CPSC and ASTM.
- Comprehensive planning techniques and procedures in analyzing the value and cost-effectiveness of park systems.
- Supervision principles and practices.
- City's political environment and sensitivities with thorough understanding and ability to function effectively within that environment.

Ability to

- Perform skilled maintenance and repair work of grounds and facilities.
- Operate a variety of motorized and hand tools and equipment proficiently in a safe and effective manner.
- Read and interpret construction drawings, specifications, and contract documents.
- Accurately analyze problems and identify solutions.
- Plan and organize work to meet schedules and deadlines.
- Demonstrate attention to detail.
- Effectively represent the City in situations which are potentially adversarial or stressful.
- Effectively communicate Burien Parks and Recreation policies and procedures to city staff, public and private groups, and the general public.
- Perform routine mathematical computations accurately.
- Demonstrate awareness of occupational hazards and utilize standard safety practices.
- Operate a computer to update records, create work orders and prepare reports.

- Supervise work of contract personnel, volunteers, and assigned employees.
- Establish effective work relationships.
- Work as a team member in solving inter-department issues.
- Respond to emergencies on a 24-hour basis
- Work occasional weekends, evenings or holidays.

Mental Abilities

Continuous independent judgment and/or action and the ability to understand and speak English; frequent decision making, interpersonal skills, teamwork, creativity, customer service, training and supervising, and ability to write and read English; occasional use of discretion, problem analysis, negotiation, and performance of basic math.

Physical Abilities

Frequent standing, walking, sitting, talking, and hearing; occasional handling, bending, and repetitive motions of hands and wrists; and rare stooping, reaching, kneeling, crawling, fingering, feeling, climbing, and repetitive motions of feet.

Education and/or Experience:

Any combination equivalent to two years college-level course work in related field, plus five (5) years of progressively responsible experience in parks and/or facility operations and maintenance, including a minimum of two (2) years of supervisory experience OR a combination of education, training and experience which provides an equivalent background required to perform the work of the position.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Valid First Aid and CPR certification within six months of appointment.
- Playground safety CPSC and/or ASTM certification within one year of appointment.
- Aquatic facility operator's certification within one year of appointment.
- Possession of or ability to obtain a pesticide application certification may be required.

Job Conditions:

Work is primarily performed in an office environment with frequent site visits to parks or facilities, which could involve walking in rugged terrain and/or exposure to outside weather conditions. Work may include exposure to chemical fumes, dust and odors. Incumbent is subject to call-back during emergencies on a 24 hour basis and are required to work occasional evenings, weekends, or holidays during special events.