

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Supervisor V-Grounds Maintenance	Department:	Parks & Recreation
Requisition Number:	2022243		
Hours:	40 hours per week, flexible schedule	Rate of Pay:	\$65,316.23 - \$79,830.95 Annually
Date Posted Up:	8/11/2022	Date Posted Down:	Until Filled
Time Up:	10:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Manager – Facilities and Maintenance, incumbent supervises the Grounds crew and Heavy Equipment crew, and directs their work as needed for the Park Department. Incumbent is responsible for the overall care and maintenance of the Parks and Recreation Department's (PRD) buildings, grounds and related facilities. This includes mowing all turf areas assigned, maintenance and renovation of athletic fields and ball diamonds, waste management, heavy equipment work, snow removal, pond management, chemical applications, mosquito monitoring and larval control, and general landscaping. Incumbent provides support to other divisions within the PRD. Incumbent organizes, prioritizes, schedules and assigns work to crews and ensures its completion, maintaining employee discipline, keeping records and providing various reports. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

PLANNING/JUDGEMENT

- Ensures an efficient and effective operation to meet the goals of the PRD;
- Develops specific programs for the mowing operation and for athletic field maintenance and implements these programs to meet the needs of the PRD;
- Assists with the preparation of Parks or other facilities for specific recreation programs or events;

MANAGEMENT/OPERATIONS

- Schedules and assigns work to Park Department employees and ensures completion of the work assignments and proper recording of completed work;
- Assigns and supervises mowing crews, athletic maintenance crews, ball diamond crews, heavy equipment crews, refuse collection crews, and other maintenance crews;
- Maintains all park department parking lots, drives, walking paths, sidewalks and ice skating ponds free of snow and ice;
- Monitors overall appearance and maintenance condition of all park grounds, buildings, play equipment, trees, athletic fields, ball diamonds, turf, restrooms, athletic courts, pools, fences and other PRD facilities, and initiates the proper repair or janitorial work with assigned work crews or through other Park Department Divisions;
- Monitors mosquito populations and works with the Health Department to collect samples for testing for diseases. Coordinates chemical applications within parks for larval control;
- Assumes the duties and responsibilities of the Facilities Maintenance Supervisor when required and works in cooperation with the Facilities Supervisor to achieve the proper care and maintenance of a

large municipal parks and recreation organization. Also, assumes duties of other supervisors and managers as needed;

- Administers and monitors the work of various contractors;
- Checks and authorizes timecards, keeps daily attendance records and work reports;
- Ensures that all work is done in a safe manner as dictated by IOSHA, OSHA and safety policies of the City of Fort Wayne and the PRD;
- Operates within the policies and guidelines of the City of Fort Wayne and the PRD;
- Maintains valid Indiana Driver's License, whichever classification required by law when driving City vehicle, Category B Turf Pesticide License, and Category 8 Community-wide Mosquito Management Pesticide License;
- Must be able to work on an on call basis depending on weather, Park and City emergencies and after hours based on staffing scheduling and staffing needs;

COMMUNICATION / INFORMATION

- Supervises, trains and disciplines assigned employees properly;
- Works with other staff members and the general public to development short and long range plans relating to general park grounds and athletic fields;
- Works cooperatively with other PRD staff, contractors, City officials and the general public;
- Writes and submits proposals and specifications for ordering equipment and supplies;
- Works with River Greenway Manager to insure proper maintenance of the RGW;
- Works closely with Recreation staff in scheduling athletic fields for routine use as well as for tournaments.

MARGINAL FUNCTIONS

Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Directly supervises 22 full time and 5-10 seasonal employees in Grounds Maintenance, and Heavy Equipment. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring, training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Education and/or experience equivalent to a Bachelor's degree (B. S.) from a four-year college or university, preferably in a related field such as Parks and Recreation Management;
- Significant experience in Park Maintenance or Institutional building and grounds maintenance;
- Significant experience in personnel management and working in a labor union environment.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Ability to express concepts, ideas and supporting facts effectively in both oral and written forms and a sensitivity to the choice of the effective methods;
- Ability to organize, plan and coordinate employees to accomplish specific work objectives;
- Significant knowledge of turf grass management including cultural practices with regards to insect and disease identification and control, fertilization, irrigation, turf grass varieties and chemical applications;
- Practical knowledge of athletic field construction, renovation, layout and maintenance;
- Practical knowledge of landscaping techniques, tree trimming and removal, turf and ground repair, underground repairs on sewer and water lines, general gravel and paved road repair, and minor facility repairs with the knowledge of the related materials and equipment used;
- Knowledge of equipment and procedures used for snow removal and de-icing of park roads, parking lots and sidewalks;
- Ability to work flexible schedule including nights and weekend assignments, and assist during City emergencies such as flood control, storm and snow emergencies;
- Ability to work independently and in an outdoor environment year round;
- Ability to maintain a clean and neat personal appearance with good hygiene.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License, whichever classification required by law when driving City vehicle;
- Category B Turf Pesticide License, and Category 8 Community-wide Mosquito Management Pesticide License or be able to acquire license within one year.

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. 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 regularly required to talk or hear and taste or smell. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. No special vision requirements.

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 frequently exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually loud.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.