



FACILITIES AND GROUNDS SUPERVISOR

DEFINITION AND PURPOSE: Under the general direction of the Facilities and Grounds Manager, the Facilities and Grounds Supervisor supervises the day to day operations and maintenance of District Facilities. The Supervisor is responsible for training and supervision of a staff of Park Workers, and others to assist with these duties. The Supervisor meets with the Manager to establish clear program direction, evaluate performance of staff and provide/receive feedback to the Manager and staff. The Supervisor is also responsible for implementing and monitoring District policies and procedures.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises full and part-time, seasonal and volunteer staff including training, assigning, planning, reviewing work, maintaining standards, acting on employee problems, and recommending salary increase, discipline and termination
- Coordinates the work of all personnel under their supervision, and assigns routine and special projects in the repair and maintenance of District buildings, grounds, athletic fields, recreation and play areas, and swimming pools
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Assists in the supervision and performance of minor construction on all District facilities, such as carpentry, masonry-interior and exterior
- Assists in the supervision of and performs the maintenance on irrigation systems and plumbing
- Assists with maintenance and repairs of District swimming pools
- Personally performs and assists in the supervision of the planting, cultivating, pruning, and spraying of trees, shrubs, plants, and landscape areas
- Assists other Departmental staff in preparing facilities, fields and other grounds for District use
- Operates and supervises the use a variety of motor vehicles and equipment such as trucks, mowers, tractors, etc.
- Supervise the maintenance of department vehicles and equipment and performs routine safety inspections. Keeps accurate records and complete reports
- Assist department employees with daily timekeeping to ensure all entries are correct
- Assist Department Manager in reviewing and approving all credit card transactions
- Supervise the use and care of power driven and hand tools
- Conduct periodic inventory of tools and supplies and keeps accurate records of such
- Purchase supplies, materials, and equipment needed for proper maintenance following the Districts purchasing policy
- Responds quickly to all safety related issues
- May be "on call" in an emergency situation evenings and weekends
- Responsible for monitoring and maintaining budgets

NON-ESSENTIAL JOB FUNCTIONS:

- Inspects plants, bushes, and trees for diseases and insect pests, and determines appropriate control measures
- Reads blueprints, plans and estimates material needs
- Assists in the preparation of bid specifications for construction and/or remodeling of District facilities
- Performs minor repairs and maintenance work on electrical, heating and cooling systems
- Ability to perform with an oxygen acetylene and arc electrode welder
- Other duties as assigned



KNOWLEDGE, SKILLS AND ABILITIES

Must have strong organizational skills; ability to multi-task; budget management as pertaining to Facilities and Grounds operations; Knowledge of common methods, equipment and tools used in park, building, garden, tree and turf maintenance; posses knowledge and skills in small engine repairs as well as vehicle maintenance; basic understanding of electrical systems and components; work independently maintain records and prepare reports; communicate effectively both orally and in writing; have knowledge of the following: swimming pool maintenance, filtration, and circulation; theories, principles and practices common to Parks and Recreation maintenance management and services; analyze and resolve unusual situations through application of District policy; basic understanding of employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, and the general public; must have ability to work in a team environment.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High School diploma or equivalent.

Graduation from an accredited college or university with specialization in park management or related field desired.

Three years in a full time park management/supervisory position.

LICENSES AND CERTIFICATES

License for pesticide/herbicide spraying recommended.

First Aid, CPR, Certified Pool Operator/Aquatic Facility Operator certifications are strongly recommended.

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reading documents, inspecting plans and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 100 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust, pollen, cleaning and pool chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around construction and maintenance equipment, and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.



COMPENSATION: Full-time union position.

Wage rate range

\$29.90 - \$40.07

Auburn Area Recreation and Park District is an Equal Opportunity Employer.