

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Community Services
Division of Parks & Recreation
Classified, GRADE 12
40 Hour Week

PARKS MAINTENANCE SUPERVISOR

GENERAL STATEMENT OF DUTIES: Coordinates the field operations and maintenance of all County parkland and open spaces; supervises and works with a group of skilled, semiskilled and unskilled workers engaged in park and recreational construction development, and major maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for planning, organizing, directing, and supervising the work of subordinate employees engaged in specified parks maintenance work projects or assignments. Reports to Assistant Director.

ADA REQUIREMENTS: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

EXAMPLE OF WORK: (Illustrative only)

Perform, assign, supervise, and train the work of staff engaged in the care and maintenance of park and recreation areas/structures and plants;

Maintain and improve County park landscapes;

Diagnose plant and tree diseases, prescribe and implement treatments;

Inspect all trees and plants to ascertain deficiencies and needs for improvements;

Operate and train subordinate workers in the operations of construction equipment;

Monitor installation of specified park operation such as irrigation systems;

Supervise the acquisition of all supplies, materials, tools and equipment;

Order materials after obtaining prices and preparing cost estimates, as directed;

Monitor work of contractors in a variety of construction, alteration and repair activities;

Supervise lay-out of building sites, areas and facilities;
Develop, implement, and monitor records of repairs and maintenance schedules;
Execute final grading and planting of new projects and in maintaining established park areas.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of park maintenance methods, supplies, materials, tools, equipment and effective practices; ability to understand and carry out oral and written instructions and to work from specifications and drawings; knowledge of occupational hazards and safety precautions related to maintenance and construction work; ability to coordinate the work of the group with other agency groups in an efficient manner ability to establish and maintain effective working relationships with coworkers, supervisors and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university in parks and recreation, physical education, outdoor leadership, business administration, or related field with at least three years experience in maintenance or construction field; or any equivalent combination of acceptable education and experience which provide the knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Good driving record required to retain position. All motor vehicle violations shall be reported to supervisor immediately. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. Must become certified as a pesticide applicator and as a nutrient management commercial handler with the State of Delaware within 12 months of hire. Must obtain International Society of Arboriculture (ISA) certification within 12 months of hire.

Employee Acknowledgement

Eff. 10/01/07
Rev. 07/01/15