

**CITY OF SALEM  
PARKS FIELD SUPERVISOR**

**00346**

**NATURE OF WORK**

This is responsible first level supervisory and technical work in the maintenance, repair, and construction of parks and related facilities.

Work involves responsibility for planning, directing, coordinating, and participating in the work of a number of skilled craft and technical employees together with skilled and semi-skilled personnel and supplemental labor services engaged in maintenance, repair, and construction activities in parks and landscape areas. Work concentrates in the servicing of a park district, weekend services or specialized program areas such as Street Tree Program, irrigation system design and maintenance, parks construction, and parks reservation program. Work is performed with considerable independence and is reviewed mainly for results obtained. This is a full supervisory classification with authority to hire, discipline, appraise performance, and terminate employment of others.

This classification is distinguished from the Parks Project Leader classification by the complex, higher authority of full supervisory responsibilities and management of a parks service district or special program area. It is distinguished from the Parks Operations Superintendent classification by the first level nature of the supervision exercised and absence of authority over parks services and planning for the City.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Plans, organizes, schedules, inspects, and participates in the work of subordinates; evaluates work performance; determines training needs; and implements necessary training programs. Approves leave, appraises performance, sets work standards, interviews and hires employees, terminates employees. Evaluates new equipment, procedures, and policies as they impact work assignment areas. Communicates changes in programs, procedures or focus with crew. Manages specialized programs such as weekend duty services, or Street Tree Program for the City. Assures safe working conditions including public safety and proper handling of equipment in work areas. Utilizes technical knowledge to solve maintenance, repair, or construction problems.

Prepares budget for service unit, justifies major programs or capital purchases; monitors expenses for section; and makes required purchases. Estimates equipment and material needs and assures availability of needed equipment and material by monthly scheduling and planning. Maintains crew and operating records; prepares a variety of reports. Works directly with the public, citizen groups, other agencies or City Departments in providing parks maintenance services and responding to inquires. Periodically represents Parks services in assignment area interacting with park users on enhancing park services. Prepares a variety of reports related to service area. Coordinates work activities of program area with other City Departments and contractors.

Performs other related work as required.

**WORK QUALIFICATIONS**

Considerable experience of a progressively responsible nature in supervising parks maintenance, repair or construction work; high school graduation and completion of two year Associate college degree in

landscape maintenance management, urban forestry, parks maintenance, business management, maintenance management and supervisory training; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of the methods, materials, tools, and practices used in completing work of program area.

Considerable knowledge of supervisory techniques and ability to effectively utilize that knowledge.

Knowledge of occupational hazards and safety precautions related to work.

Knowledge of arboriculture, horticulture, turf, and landscape management, building maintenance and park construction techniques and standards.

Skill in the use of modern office equipment including personal computers, spreadsheet, data base software and word processing software.

Thorough ability to work independently, meet deadlines, and design work projects that will benefit service area or programs assigned.

Considerable ability to communicate effectively both orally and in writing.

Considerable ability to plan, organize, and supervise the work of subordinates.

Ability to estimate time, material and equipment needed to complete work assignments.

Ability to draw, read and interpret plans and specifications and technical materials.

Considerable ability to establish and maintain effective working relationships with employees and the public.

Possession of a valid Oregon Class C driver's license and ability to meet City driving standards. Some positions may require possession of a valid Oregon Class A driver's license.

Some positions may require possession of a valid Oregon Pesticide Applicator's License in Right of Way and Ornamental Herbicides, Insecticides and Fungicides; Rainbird or Maxicom certification; a valid Low voltage or maintenance electrical licenses, or other occupational related licenses or certifications mandated by State or Federal agencies.

Work involves both field and office work. Office work involved dealing with constantly changing priorities and interruptions, considerable telephone contact and the ability to compile information from a variety of sources and draw conclusions. Field work involves active physical participation in parks construction projects, traveling over park areas to determine conditions and most appropriate methods to parks maintenance needs. Assists citizen groups in parks development and maintenance projects by providing expertise, coordination, tools, supplies and operating equipment as needed.

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