

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Parks Operations Supervisor	CLASS. CODE: 0360
DEPARTMENT:	Community Services	FLSA: E
REPORTS TO:	Parks Operations Manager	DATE: 7/1/2002

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**Job Summary:**

Directs and controls the operations and maintenance of multiple parks, street landscape areas and public facility open space. Develops and implements programs to manage these areas and provides direction, expertise and decision making to parks staff.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Manages, directs and supervises the labor resources, equipment and materials needed to operate a parks maintenance division. Supervises the work of staff including hiring, firing, performance reviews and administers discipline when necessary.
2. Conducts advance planning functions to accomplish work and projects including daily planning and organizing and assisting parks planners in the development of future parks or implementation of existing plans. Provides cost estimates for budgetary purposes.
3. Promotes accident prevention programs within the City parks systems, performs safety inspections as needed and conducts safety discussions with staff at meetings.
4. Oversees expenditures for the budget year, exercises cost control practices and prepares annual budget for assigned division.
5. Manages the volunteer work program including planning and staffing state inmate crews and coordinating volunteer groups to work on projects.
6. Coordinates the planning and execution of special events with the event provider. Monitors and evaluates the event for future modifications and improvements. Allocates staff to special events as needed.
7. Oversees the application of pesticides in assigned district to ensure the legal and appropriate use of the pesticides.
8. Investigates equipment and material needs and submits recommendations or requisitions.

**Important Job Functions**

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by supervisor.

**MATERIAL AND EQUIPMENT USED:**

- Motor vehicle
- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in a related field; and,  
Seven (7) years of experience in a related field; or,  
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- State of Oregon Public Pesticide Application License preferred

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Materials, equipment, methods and practices essential to park maintenance activities.
- Practices and principles of park management, including some knowledge of horticulture, arboriculture, turf management, park construction , landscaping and building maintenance.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Estimate time, materials and equipment needs.
- Read, interpret and comply with plans and specifications.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb and cross rugged and uneven terrain.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.