City of Rapid City

Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Parks &amp; Recreation Maintenance Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>RFSP – CMSP – URFR- GFST</td>
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<tr>
<td>Pay Grade:</td>
<td>NU19</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>1/19/2022</td>
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**General Summary:** This position assists the Parks & Recreation Division Managers in planning, organizing and supervising activities of the maintenance services for the Parks & Recreation Department including parks, cemetery, golf courses, recreation facilities and forestry.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Assigns, supervises, and inspects work of facility maintenance workers.
- Trains and demonstrates to division employees, the safe and proper operation of all machinery and equipment used by the employees.
- Inspects equipment and facilities to determine maintenance needs and safety hazards.
- Maintains various records and information and compiles related reports.
- Prepares estimate of maintenance impacts due to recreation facility improvements.
- Investigates and resolves citizen complaints.
- Assists with budget preparation.
- Manages full time and seasonal employees
- Directs, coordinates, and evaluates the unit.
- Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.
- Interviews, hires, and trains employees; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.
- Acts as Project manager of CIP projects.
- Demonstrates knowledge of the departments Fleet Management System

**Cemetery:**

- Meet with families at time of need or on pre-need basis to purchase grave spaces.

  * Communicates with general public, funeral homes, vault and monument companies about information regarding grave locations, funeral arrangements, and cemetery regulations.

  * Completes, compiles, files, and disseminates records and reports related to cemetery transactions with various agencies and individuals

**Parks:**

* Coordinates the implementation and expansion of the Central Control Irrigation System.

**Rec. Facility:**

* Prepares estimates of maintenance impacts due to recreation facility improvements.

  * Inspects Chemical readings of all aquatic facilities and prepares documentation

**Forestry:**

* Inspects trees and shrubs for disease, insects, pests, and hazard to public and private property
*Develops tree inventory and assessment programs for city parks and public areas.

**Golf Course:** *Analyzes lab tests to coordinate quality and type of fertilizer and grasses with local soil conditions to maximize turf quality

*Plans and directs the construction of greens, fairways, and golf course landscaping in development of Capital Improvement Plan

**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) and five years related experience and/or training, including three years of supervisory experience. Bachelor’s degree in recreation, park management, forestry, arboriculture, turf management, horticulture, arboriculture or related field preferred.

**Certificates, Licenses, Registrations:**

Must possess a valid Class B Commercial Driver’s License (CDL) or the ability to obtain within 180 days from date of hire. Must possess a South Dakota Pesticide Applicator’s License with General, Ornamental, and Turf, Public Health certification categories, or the ability to obtain within 180 days of hire.

**Parks:** Must possess Certified Playground Safety Inspection Certificate, or ability to obtain in 1 year

**Rec. Facility:** Must Possess a Certified Pool Operator (CPO) Certificate, or the ability to obtain within 6 months

**Forestry:** Must possess ISA certified Arborist credential or obtain within 1 year. ISA Certified Arborist Municipal Specialist and ISA Tree Risk Assessment Qualification credentials are recommended

**Golf Course:** Golf Course Superintendent Certification or begin process to obtain within 6 months

**Working Conditions:**

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.

The employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; extreme cold; extreme heat and vibration. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually loud.

**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.
The employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.