



Parks Maintenance Supervisor

Job Description

Department: Public Works
Position: Career Service
Grade: 724
Supervisory: Supervisor
Reports to: Division Manager – Parks, Trails,
and Grounds

Summary

Under general guidance and direction of the Division Manager – Parks, Trails, and Grounds, supervises and performs semi-skilled and skilled maintenance, construction, and repair work to clean and maintain Utah County parks. Supervises inmate workers and full-time and temporary employees.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel.
2. Assist with staffing decisions including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel.
3. Participate as a member of the Division Management Team; inform and advise the team of project and maintenance status.
4. Make budgetary recommendations for capital and operational expenses.
5. Supervise park grounds and maintenance activities; mow-and edge lawns; rake leaves and remove trash, clippings, trimmings, and other debris; trim and cut large trees; cut-back brush from trails; spray for noxious weeds and undesirable vegetation.
6. Assist with planning, design, maintenance, and construction of new county parks and the expansion of existing county parks; develop project plans; provide cost and labor estimates.
7. Meet with contractors, government agencies, and the public to schedule projects and resolve concerns.
8. Oversee and monitor safety standards and use of safety equipment; prepare and conduct monthly safety classes for Division employees.
9. Supervise inspection of Utah County owned parks for cleanliness, safety, and/or hazard problems.
10. Determine use of herbicides, pesticides, fertilizers, ice melt, and other ground and vegetation applications.

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Job Title: Parks Maintenance Supervisor
FLSA: Non-Exempt
Effective Date: 11/7/2024
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: Yes
ML: Supervisor

11. Supervise maintenance and repair of park sprinkler systems, pumps, and restroom plumbing; design and install sprinkler systems.
12. Supervise the reservation process and preparation of facilities for scheduled events and activities.
13. Supervise and perform skilled construction and maintenance duties; construct and anchor items to pavilion concrete; build and repair fences and benches; pour concrete; patch and seal asphalt.
14. Remove snow from County parks and parking lots, as needed.
15. Operate heavy equipment such as backhoes, loaders, and dump trucks.
16. Transport equipment and materials to and from job sites, as needed.
17. Act as Division Manager – Parks and Trails for the parks in his/her absence.
18. Respond to emergency situations on an on-call basis, as assigned.

Knowledge, Skills, and Abilities

- Knowledge of park maintenance operations and associated tools and equipment
- Knowledge of sprinkler systems
- Knowledge of general types of vegetation
- Knowledge of carpentry, electrical, and construction methods
- Knowledge of safety inspection practices and procedures
- Skilled in supervisory techniques
- Skilled in reading, writing, and basic math
- Skilled in operating multiple hand tools and light equipment
- Skilled in designing and installing sprinkler systems
- Skilled in operating heavy equipment such as backhoes, loaders, dump trucks, and bucket trucks
- Ability to maintain cooperative relationships with those contacted during work activities
- Ability to supervise and evaluate the performance of assigned personnel
- Ability to effectively train others in work processes and the safe use of light and heavy equipment
- Ability to organize tasks efficiently
- Ability to perform a variety of maintenance and construction duties

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job is typically performed for sustained periods outdoors and regularly in hot, cold, or inclement weather. This role requires the use of protective devices such as masks, goggles, and gloves. This job exposes incumbent to fumes, noxious odors, dusts, mists, hazardous chemicals, animal fecal material, human bodily fluids, and other biohazards. The employee may be exposed to vibrations and possible

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bodily injury from moving mechanical parts of equipment, tools, and machinery. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to walk, stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to lift supplies or equipment up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree in ornamental horticulture, recreation, natural resource management, or a closely related field.
2. Six (6) years of work experience related to outdoor facilities and/or grounds and vegetation management for park maintenance, including operation of light and heavy equipment and skilled maintenance, construction, and repair work.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisory experience.

Additional Eligibility Qualifications

1. Applicants must possess a State of Utah Class B Commercial Driver's License (CDL).
2. Applicants must possess a State of Utah certification as a Pesticide Applicator.

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3. Selected applicants must obtain following during the probationary period for new hires or trial period for promoted County employees:
 - a. Forklift Operator certification
 - b. State of Utah Class A CDL
 - c. State of Utah Certification as a Non-commercial Pesticide Applicator
 - d. Complete a defensive driving class
 - e. Completion of two (2) or more of the following classes/certifications: Master Gardener, Arboriculture Certification, Backflow Certification, Sawyer Certification, Qualified Water Efficient Landscape (QWEL) Certification, or Irrigation Technician with the Irrigation Association added
4. Incumbents must successfully complete required training to maintain licensure and certifications.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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