

CITY OF CHATTANOOGA

Classification Specification Title: Superintendent Downtown Riverpark

Department: Parks and Outdoors

Pay Grade: GS.10

Supervision Received From: Director Parks Maintenance

FLSA Status: Exempt

Supervisory Responsibility For: Recreations Assistant

Established Date: 4/13/20

Crew Supervisor 1, Crew Worker, Crew Worker 1,

Revision Dates: 4/4/25;

Crew Worker 2, Equipment Operator

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for overseeing the day-to-day activities and projects of the downtown Riverparks maintenance operation including project planning and scheduling, coordination of parks maintenance supervisors and contractors, job safety, and providing for the direct supervision of parks maintenance work crews and contractors engaged in maintenance, repair, custodial services, forestry, and landscaping services; the improvement, safety and appearance of downtown Riverparks and facilities; and in the administration of service contracts. Duties include but are not limited to implementing long and short-range plans for maintenance of parks, facilities, and equipment in keeping with the sustainability goals of the City and according to industry standards and best practices; scheduling and tracking preventative maintenance; assists in program, event, and project planning and scheduling; and promoting a high level of customer service across all operational areas.

SERIES LEVEL: This is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

DEPARTMENT SPECIFIC DUTIES (if any):

Supervises lower-level program staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manages the day-to-day operations and activities of park maintenance operation, which includes developing, maintaining, administering and implementing standard operating procedures; standards and procedures supporting the sustainability goals for the City, quality assurance standards, policies, goals, objectives, work plans, and workflow; ensuring procedures and equipment meet operational performance requirements and programs and determining the cost-effectiveness of repairing versus replacing equipment.

Participates in forecasting, preparing, and administering division budget, including capital improvement budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; and, manages financial operations.

Provides for the general supervision of parks maintenance staff including setting priorities and schedules, planning projects including acquiring materials and tools, and reviewing work for quality and completeness; assesses employee performance and provides related administrative approvals such as leave requests and timesheets; provides professional guidance.

Estimates cost to complete jobs and maintain various electronic and paper records and files of time, labor and materials used in projects.

Evaluates, recommends, and facilitates the procurement of equipment, supplies, and capital needs to ensure efficient and effective operations.

Performs inspections of City parks and related areas to identify potential problems, code violations, hazardous situations, or required repairs. Responds to complaints from citizens and/or other interested parties regarding potentially hazardous or offensive park conditions

Oversees division compliance with applicable safety regulations, standards, procedures, and practices; plans and implements related safety and technical training; assists with the development of written procedures for park maintenance and safety activities.

Develops and implements preventative maintenance and long-range corrective maintenance plans to improve operations and prepares for, schedules, and tracks all planned maintenance.

Plans, develops, manages, and implements complex park-related projects from inception through completion.

Implements and enforces best practices; ensures that all contractors and employees practice safe and documented handling of pesticides, fertilizers and other restricted or hazardous substances in accordance with local, state, and federal laws and regulations.

Administers and monitors the maintenance-related budgets, including capital improvement budgets; allocates resources and approves expenditures, including contracted services; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, email, or other programs.

Collaborates with internal departments, task forces, advisory groups, the general public, external agencies, contractors, attorneys, and/or other interested parties to coordinate activities, review work, exchange information, and resolve problems.

Collects and analyzes a variety of complex data and information related to park maintenance operations and activities; performs statistical analysis and summarizes findings in applicable reports or other communication mediums.

Manages and oversees the maintenance and replenishment of division supplies, materials, and/or other related inventory items.

Represents the City and/or the Division at a variety of internal and/or external meetings, public events, training sessions, on committees, and/or other related events in order to receive and/or convey information.

Prepares or completes various forms, reports, correspondence, statements, proposals work schedules, inventory reports, purchase vouchers, expense reports, accident reports, performance appraisals, employee counseling forms, employee records, policies, procedures, spreadsheets, diagrams, or other documents; reviews, completes, processes, forwards or retains as appropriate.

Compiles and monitors operational, administrative, and statistical data related to maintenance operations; prepares related reports, charts, graphs, procedures, and documentation; and, analyzes data and identifies trends.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma or General Education Diploma (GED); supplemented by vocational/technical training in equipment operation and maintenance work in the area of assignment; four (4) years of experience and/or training that includes supervision of maintenance projects in the assigned area; or any combination of equivalent experience and education.

Examples of relevant education include a Vocational or Technical Degree in Horticulture, Turf Grass Management, Construction Management, Facility Maintenance, or related field. Examples of relevant experience include progressively responsible park maintenance experience, including providing direct supervision to staff.

LICENSING AND CERTIFICATIONS: Valid Driver's License, State of Tennessee commercial pesticide applicator license for Horticulture, Lawn & Turf (within 6 months of hire)

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND SKILLS:

Knowledge of grounds and facility maintenance operations, specifically in park facilities and all types of building maintenance and repairs; knowledge of turf, landscaping, and forestry techniques and maintenance; applicable tools and equipment of the trade; managerial principles; leadership development, career development, administration, management, and supervision principles and practices; work scheduling principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; occupational hazards and related safety precautions; basic construction practices; City geography; industry standards and specifications; record keeping principles, customer service, and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing, scheduling and assigning work; reviewing, classifying, categorizing and analyzing data; performing mathematical calculations; using applicable tools and equipment of the trade; reading blueprints, schematic drawings and/or construction drawings; developing and administering budgets; inventorying and purchasing materials, equipment, supplies; interpreting and applying policies, procedures, codes, laws, and regulations; analyzing situations, identifying alternative solutions, projecting consequences of actions and implementing recommendations; handling multiple tasks simultaneously; investigating and resolving potentially hazardous situations; training staff on work methods and procedures; using various computer software programs such as email, spreadsheet and word processing to complete work; preparing and maintaining a variety of reports and records; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.