

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: DIVISION LEADER – PARKS AND GROUNDS MAINTENANCE (358).**

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#### **GENERAL STATEMENT OF JOB**

Under direction is responsible for overseeing the provision of environmental safety for personnel and the general public for the city's Parks & Recreation Department. Position inspects, coordinates, and supervises all maintenance and repair activities for department parks, athletic fields, public structures, playgrounds, and right of ways. Employees in this class possess considerable knowledge of the majority of skills required within the division, and are expected to be able to perform such when circumstances warrant. Position supervises maintenance personnel, develops work schedules, performs routine clerical tasks in maintaining records and reports, and ensures the safe working condition of the department's tool and equipment inventory.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Oversees the provision of a safe environment for employees and the public by providing safety equipment and performing periodic site inspections to ensure safety standards and policies are enforced.

Organizes, assigns, and supervises all grounds personnel, scheduling crews for maintenance, reconstruction, and new development.

Provides technical training and assistance to ensure work is completed in a safe and timely manner and to enhance the skills and abilities of subordinates; assists other departments in same as required.

Maintains various records and reports relating to labor and materials utilized, employee payroll data, and job performance evaluations; assists with developing departmental budget.

Plans and implements various programs and projects, i.e., annual city clean up, Arbor Day activities, Christmas tree recycling.

Develops and maintains regular safety meetings to discuss safety practices and for training in various safety procedures in relation to division equipment.

Operates a motor vehicle on city, county, state, and federal roadways.

Operates all equipment, machinery utilized by the division.

Performs emergency response work as directed.

Performs Emergency Response duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent, with supplemental college level coursework or vocational certification in irrigation, agronomy, blueprint reading, landscape design, and/or plant science; supplemented by three (3) years supervisory work experience in parks or grounds maintenance or related industry; or an equivalent combination of education, training and experience. Must possess and maintain a valid class "B" CDL.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20-50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read various materials relevant to construction maintenance and repair. Requires the ability to read architectural drawings and communicate with professionals in such industry.

Intelligence: Requires the ability to apply principles of rational systems, influence systems and synthesis functions.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control. Must be able to convey a sense of authority.

Numerical Aptitude: Requires the ability to add and subtract; multiply, and divide; interpret graphs; calculate decimals and percentages; utilize geometric principles.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

Manual Dexterity: Requires the ability to operate various electrical and gas operated equipment. Must have excellent levels of eye/hand/foot coordination for operating and driving machinery.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of landscaping and irrigation requirements of a variety of park and ground areas utilized for a broad range of purposes, i.e., athletic fields, recreation areas.

Knowledge of the materials, methods and practices involved in maintaining parks and grounds areas.

Knowledge of construction principles, methods, and materials required for such.

Knowledge of report and record keeping principles and practices.

Knowledge of effective supervisory principles and techniques.

Skilled in oral communications for effective teaching and clarity in task assignment.

Ability to detect defects and maintenance problems, and personally corrects or provides recommendation for resolving such problems.

Ability to read and/or prepare specifications, architectural drawings, and develop scale designs of current and proposed park and facility areas.

Ability to establish and maintenance effective relationships with supervisor, subordinate personnel, suppliers and vendors, general public.

Ability to organize and review work for efficient results and accuracy.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date