CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Parks Facilities - Field Supervisor** **UNION 231**
SG:5
DEPARTMENT: **Parks and Recreation – Park Operations Division** **CS:N**
FLSA:N
EEO4/SOCCODE: PR/37-1012

JOB SUMMARY:

This position combines supervisory and technical knowledge with the implementation of the maintenance, repair, and operation of park facilities supporting a wide variety of uses and functions. Facilities include sports courts, playgrounds, shelters, pavilions, community buildings, water features, restrooms, and hardscapes. Plans, schedules, assigns and supervises the work of the Parks Facilities team; evaluates quality and quantity of work, and conducts annual performance appraisals. Develops and provides training for operational programs and ensures staff meet standards and service levels. Develops, recommends, and implements short and long-range facilities maintenance projects or objectives and evaluates effectiveness. Works closely with Parks Facilities Manager and Parks Facilities Specialists in service of Departmental goals.

SUPERVISORY RELATIONSHIPS:

Reports to the Parks Facilities Manager. Works independently under general direction in accordance with City and Departmental policies, standards, and procedures, state and federal laws, regulations, and guidelines. Supervises assigned Park Specialists, Park Technicians and seasonal staff. Promotes and supports teamwork with other supervisors and managers within the Parks and Recreation Department and City.

ESSENTIAL FUNCTIONS:

1. Supervises and coordinates the Facilities maintenance program area within the Park Operations Division. Develops, plans, schedules, coordinates, monitors and recommends a wide variety of maintenance tasks. Effectively utilizes maintenance management software to conduct work planning, schedule work activity, manage assets, track service requests/work orders and projects and maintain and maximize efficiency of program area. Refers major or controversial requests to Parks Facilities Manager for review. Works with other divisions, departments, and agencies to facilitate and coordinate services, as appropriate. Maintains Safety Data Sheets for work group.

2. Supervises the work of assigned Park Technicians, Park Specialists and seasonal staff. Hires, trains, assigns works, develops performance standards and monitors performance. Conducts pre-disciplinary investigations; recommends and delivers corrective action as appropriate. Reviews and approves employee timesheets and oversees scheduling. Responsible for training, motivating, and supervising the work team and establishing a system of effective communication and cooperation. Trains and orients employees on general facilities maintenance techniques and methods, work assignments, equipment operation, policies, best practices and procedures. Responsible for safety training and monitors compliance of employees with safety rules.

3. Develops, recommends, and implements program goals and objectives, subject to management approval. Evaluates, recommends and implements appropriate techniques and technology to increase effectiveness and efficiency of cleaning and maintenance operations. Develops and recommends policies and procedures for program areas.

4. Performs scheduled and unscheduled inspections of all facilities including playgrounds, community buildings, picnic shelters, pavilions, kitchens, restrooms, sidewalks, parking areas and sports courts for proper maintenance, preparation, and cleanliness. Completes necessary documentation for playground inspections, maintains use records, and records and reports facility rental statistics to Parks Facilities Manager. Monitors and reviews status of building systems such as HVAC, security, plumbing, and related equipment; triages issues for appropriate action.

5. Troubleshoots a variety of operational and reservation or user group problems, such as scheduling conflicts, utility failures, and other facility maintenance issues; resolves these within scope of authority or coordinates with appropriate entities. Keeps Parks Facilities Manager apprised of critical issues.

6. Oversees ordering, inventory, maintenance and allocation of program supplies, vehicles and equipment. Coordinates with Park Specialists and other Division Supervisors to resolve conflicts involving scheduling, use, condition and availability of equipment. Obtains quotes and coordinates and schedules equipment maintenance.

7. Provides input on program area budget and provides recommendations for management review. Implements and monitors approved budget. Submits reports to manager and outside advisory boards.

8. Works with other City staff, departments, and outside agencies to comply with all applicable local, state and federal regulations, policies, guidelines, reporting requirements.

9. Assists Facilities Manager with managing contracts for replacement, repair or renewal of Parks assets; coordinates with outside contractors.

10. Investigates and responds to community members' complaints, information requests and issues in a courteous and prompt manner.

11. Conducts, attends, and participates in a variety of team or departmental meetings.

12. Assists Parks Facilities Manager with maintaining access control systems, including ensuring adequate supply of keys; assisting with key cutting and building lock cores (pinning); and, granting and revoking electronic access. Issues keys to authorized personnel using Park Operations key log. Ensures the security of materials and equipment related to lock and key making. Recommends changes to keying of Parks facilities to Parks Facilities Manager.

ADDITIONAL WORK PERFORMED:

1. Acts as resource to management and employees regarding assigned program area. Keeps current in new developments in the parks and recreation field through professional memberships, attending conferences and networking with professionals.

2. May occasionally perform physical activities such as moving, lifting, pushing, and carrying equipment, tools or supplies for programs or activities as needed.

3. Serves as back up for other Park Operations staff, as assigned.

4. May be delegated parking enforcement responsibilities within Parks properties including issuing and tracking parking notices and coordinating with towing firms as needed to impound vehicles in accordance with BMC.

5. Performs other related work of a similar nature and level. Completes special projects or analysis as requested.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Thorough technical knowledge of parks facilities maintenance including playground systems, flooring, paints and coatings, lock and key, hardscape, sports courts, lighting, basic electrical and plumbing, signage, and life safety.
- Commercial cleaning including sanitation, disinfection, chemical safety, flooring care, touchless cleaning, restroom fixture maintenance, and large common area cleaning (indoor and outdoor).
- Current federal, state, and local codes, laws, rules, and regulations related to park playground safety.
- Fiscal and records management and ability to develop, prepare and implement program budgets.
- Safety hazards, precautions and procedures related to assigned program area.
- Working knowledge of and ability to learn City personnel policies and procedures and labor contract provisions for the workgroup.
- Working knowledge of departmental policies and procedures.

Skill in:
- Strong supervisory skills including leadership skills, problem analysis and decision-making, planning and organizing, management control, adaptability/flexibility, and time management.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, and the general public.
- High stress tolerance and advanced ability to manage multiple priorities on a daily basis.
- Strong work ethic and strong customer service orientation. Always conducts self in accordance with the ethical standards required of public officials and employees.
- Strong computer skills including word processing software.
- Good time-management skills.
- Strong written communications skills for developing reports, correspondence, policies, procedures, and organizational communications.

Ability to:
- Gain a working knowledge of Department operations and procedures, federal, state, and
- local pertinent regulations.
- Maintain appearance of fairness in dealings with staff and community members.
- Avoid conflicts of interest in use of City resources and personnel.
- Independently plan and organize work assignments in order to meet critical deadlines.
- Utilize and incorporate technological resources, including maintenance management software, and learn and adapt to new technology, keeping skills up to date.
- Read, understand and work from plans and drawings.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and copy machine;

- Frequently communicate accurate information and ideas with others;
- Operate a motor vehicle;
- Stand or sit for long periods of time;
- Move between work sites, including over irregular terrain;
- Occasionally move irregular objects weighing up to fifty (50) pounds.

WORKING ENVIRONMENT:

Work is performed in an office setting and out-of-doors including exposure to noise, fumes, construction environment and traffic hazards. This position has frequent exposure to outdoor weather conditions. Possibility of exposure to hostile and offensive language from the public. Employees are required to use appropriate safety equipment and follow standard safety practices. May experience frequent interruptions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or equivalent.
- Four (4) years of experience in facilities maintenance, park management, or closely related field.
- Two years supervisory or lead experience required.
- College or vocational coursework in facilities management or related field preferred.
- Experience with maintenance management software preferred.
- Training and experience in facilities maintenance management preferred (IFMA Facilities Maintenance Professional or equivalent).
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Applicant must submit a three-year driving record prior to hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check, and local background check.
- Willingness to work weekends and attend evening or daytime meetings, training, and other functions.
- Ability to secure and maintain a Certified Playground Safety Inspector (CPSI) certification within 12 months of hire.
- Ability to secure and maintain a valid First Aid and CPR certification within 12 months of hire.
- Must secure Verbal Judo de-escalation certification within 12 months of hire.
- Must attend and complete Pacific Northwest Resource Management school years 1 and 2 or equivalent certification approved by the Department within 4 years of hire.

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8/24

REVIEWED BY: _____
Nicole Oliver
Parks and Recreation Director