

JOB DESCRIPTION
CREW SUPERVISOR B
PARKS, RECREATION AND TOURISM



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for overseeing a team of skilled workers in one of the following divisions: Parks Landscape Maintenance, Golf Course Maintenance, Athletic Fields and Turf Maintenance, Streets Right of Ways (ROW), Landscape Maintenance, and Facility Maintenance. Reports to a Superintendent or Program Supervisor.

ESSENTIAL JOB FUNCTIONS

Plans, schedules and supervises a crew of skilled workers responsible for assigned area of maintenance; identifies and resolves equipment operating difficulties; ensures materials and supplies are available; coordinates requests for emergency or unscheduled work; inspects work to ensure conformance with instructions and regulations including City and departmental policies and procedures. May perform or assist with performing more difficult tasks. Performs administrative work to include interpreting specifications, and work orders, compiling and maintaining time and production records.

Responsible for the effective supervision and administration of assigned crew including staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Operates equipment such as turf mowing equipment, tractors with attached mowers, riding and push mowers, hydro seeder, dump trucks, pickup trucks, and backhoes to complete assigned projects such as mowing operations, debris removal or small construction work. Performs a variety of heavy manual labor within the assigned specialty area such as cutting and clearing vegetation and debris, emptying trash receptacles, landscaping, tree-trimming, clearing debris, preparing fields, parks and right-of-way areas as necessary, golf course maintenance, and painting equipment such as bleachers, backstops, concession buildings, etc.

Depending upon the specialty area assigned, duties may include: maintaining two 18-hole golf courses to include greens, tee boxes, fairways and facilities; maintenance of athletic fields and equipment; and conducting certified playground inspections and field meetings with contractors and vendors.

Ensures the safety of City equipment, private property, and others by following proper safety procedures during the operation of a variety of equipment; performs routine checks and preventive maintenance on equipment; identifies and reports equipment malfunctions; cleans equipment as needed. Performs accident and incident investigations to include collecting photo documentation.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE*

- Park Maintenance - Thorough knowledge of the techniques, tools, methods, practices, procedures and materials related to carpentry and structural methods of park equipment to include playground equipment.
- Athletic Field Maintenance - Thorough knowledge of the techniques, tools, methods, practices, procedures and materials related to maintaining athletic fields.
- Golf Course Maintenance - Thorough knowledge of the techniques, tools, methods, practices, procedures and materials related to golf course maintenance, landscaping and vegetation control.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Equipment Operation - Thorough knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation and other work related precautions.

REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees, representatives from other departments and organizations, and the public.
- Judgement/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

REQUIRED ABILITIES

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a wide range of supervisory responsibilities over others.
- Communication - Ability to communicate ideas effectively. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner.
- Manual Labor - Ability to perform heavy manual labor for long periods of time, and in all types of weather conditions.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 3-5 years of closely related experience with 1-2 years of lead or supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a sex offender registry check and a valid driver's license with an acceptable driving record.

Requires satisfactory results from a pre-employment medical evaluation. May require pre-employment substance abuse testing and may be subject to random alcohol and controlled substance testing.

Position may require a Commercial Driver's License (CDL) permit prior to employment and completion of the practical portion of the CDL test within sixty (60) days of employment.

For Facility Maintenance positions: requires NPSI Playground Safety Certification (CPSI) within six months of employment.

For Athletic Fields and Turf Maintenance positions: requires designation from the Virginia Department of Agriculture and Consumer Services as Certified Registered Technician for pesticide applications and Certified Fertilizer Applicator (CFA) certification within six months of employment.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, toxic agents, animals/wildlife, water hazards, disease, or pathogenic substances.