



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
CREW SUPERVISOR A
(PARKS DIVISION - MAINTENANCE & LANDSCAPING)
PARKS, RECREATION, AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for the supervision of a crew of skilled workers. Reports to the Superintendent of Park Maintenance & Landscaping.

ESSENTIAL JOB FUNCTIONS

Responsible for the effective supervision and administration of the assigned personnel including leave approval, maintaining personnel files, performance management, employee relations, prioritizing and assigning work and related activities.

Supervises a crew of skilled workers performing either turf mowing or landscape maintenance, or custodial and grounds maintenance; identifies and resolves operating difficulties; ensures materials and supplies are available; coordinates requests for emergency or unscheduled work; inspects work to ensure conformance with instructions and regulations as well as city and departmental policies and procedures. Supports Special Event set-up, maintenance, and take down.

Ensures the safety of City equipment, private property, and others by following proper safety procedures, watching for overhead utility lines, and checking for traffic and underground utilities; performs routine checks and preventive maintenance on equipment; identifies and reports equipment malfunctions; cleans equipment as needed.

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

- Grounds/Landscape Maintenance - Thorough knowledge of the techniques, tools, methods, practices, procedures and materials related to turf, landscape and grounds 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. Knowledge of traffic laws and regulations governing the operation of equipment.

- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, traffic patterns and conditions, and other work related precautions.

REQUIRED SKILLS

- 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

- Manual Labor - Ability to perform heavy manual labor for long periods of time, and in all types of weather conditions.
- 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 broad 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.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 2 years experience in turf, landscape or grounds maintenance or closely related experience, or an equivalent combination of education and experience. Lead or supervisory experience preferred.

ADDITIONAL REQUIREMENTS

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

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

Position requires satisfactory results from a medical and audio evaluation and pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

ENVIRONMENTAL HAZARDS

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, noise, animals/wildlife, vibration, fumes, odors, traffic, moving machinery, electrical shock, toxic or caustic chemicals, and height.

PHYSICAL AND DEXTERITY REQUIREMENTS

Requires medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and involves exerting between 20 to 50 pounds of force on a recurring basis.

SENSORY REQUIREMENTS

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, and depth perception.