

City and Borough Sitka, Alaska

Class Specification

Class Title	Parks and Grounds Supervisor
Class Code Number	5040
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	September 2010

General Statement of Duties

Performs maintenance and beautification duties on parks, playgrounds, municipal building grounds and related areas; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain a clean, safe and beautiful environment in common areas within the City and Borough of Sitka. The work is performed under the direct supervision of the Parks and Recreation Manager but considerable leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of temporary groundskeepers. An employee in this class performs the duties of other employees in the Public Works Department or related departments as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, and the public. The principal duties of this class are performed in an outdoor environment, which may involve adverse weather conditions and related hazards.

Examples of Essential Work (Illustrative Only)

- Manages, organizes and supervises groundskeeping operations, including supervising personnel, prioritizing work, allocating resources, establishing objectives and inspecting final work;
- Maintains landscaped areas owned or operated by the City and Borough;
- Maintains playgrounds, parks and recreation facilities, fences, cemeteries and related grounds;
- Performs special projects related to beautification in the City, including making seasonal/holiday displays;
- Submits information to the Parks and Recreation Manager relating to the parks and recreation and cemeteries maintenance budget;
- Plants, waters, fertilizes, cultivates, mows and rakes grass;
- Trims fence lines and the banks of drainage ditches;
- Collects litter and debris;

- Applies pesticides and insecticides as necessary;
- Uses hand tools such as picks, shovels and rakes;
- Operates power equipment, including chain saws, edgers, weed eaters, push and riding mowers, back hoes and field painters;
- Cleans and weeds flower beds, mulches around flowers and waters as appropriate;
- Prunes flowers and related shrubbery as necessary;
- Performs maintenance upkeep on athletic fields;
- Operates equipment for snow removal as weather dictates;
- Operates light to medium equipment, including dump trucks, loaders, backhoes, forklifts, bulldozer, plow trucks, vacuum trucks, street patching machine, street sweeper, etc.;
- Operates mowers, chain saws and weed eaters and snow removal equipment to maintain right-of-ways, medians and common areas;
- Performs other duties of Public Works Maintenance Workers as necessary;
- Checks and maintains air, oil, fuel, spark plugs, mower blades, tires etc.;
- Cleans equipment and work area;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of horticultural principles and practices;
- Thorough knowledge of trees, flowers, shrubs, grass planting, cultivation, pruning and other aspects of plant propagation and care, including the use of common insecticides, fungicides and fertilizers;
- Thorough knowledge of construction and repair of cyclone fencing systems;
- Thorough knowledge of plant biology and the common and botanical names of trees, flowers, shrubs and grasses found in Alaska or those which may be transplanted to Alaska;
- Thorough knowledge of insects, parasites and diseases which attack trees, shrubs, flowers and grass and of the chemical and biological methodologies for controlling such attacks;
- Thorough knowledge of the hazards and safety precautions of tree cutting, pruning and chipping;
- Thorough knowledge of landscape planning, design and implementation;
- Skill to operate tree planting and removal equipment, loaders, snow plows and backhoes;
- Skill to use hand and power tools;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to comprehend and follow safety rules and regulations;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED, preferably supplemented by a Associate's Degree or equivalent in Horticulture, Landscape Architecture or a closely related field; and
- Considerable grounds keeping experience, preferably with some supervisory role; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a valid Alaska commercial driver's license;
- Certification in the use of herbicides, pesticides and insecticides;
- Ability to obtain an Alaska OIT Certification in water distribution and wastewater collection within one (1) year of employment.
- Ability to obtain a first aid and a CPR certification within six (6) months of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor the progress of work crews;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit work sites throughout the City and Borough and to work in confined spaces, trenches, in rough terrain and access and operate construction equipment.

• • • END • • •