

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Park Supervisor II

**CLASS CODE:** 3613

### GENERAL DESCRIPTION OF DUTIES:

Incumbents plan parks maintenance and supervise parks maintenance activities through supervisory personnel.

### DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level gardening and groundskeeping classification in the Parks Maintenance Series – Parks Maintenance Group job family within the City of St. Louis. Incumbents are responsible for planning parks maintenance work and supervising maintenance through supervisory personnel for an assigned area.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

### EXAMPLES OF WORK (Illustrative Only):

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Plans maintenance activities and allocates personnel and work crews.

Maintains records and completes reports for materials used and work accomplished. Completes vandalism, accident, equipment condition and other reports.

Responds and resolves to complaints, questions and concerns from customers, city officials and other or refers to appropriate person or agency. Investigates unusual complaints.

Arranges equipment repairs.

Prepares employee attendance and leave records.

Orders and distributes personal protective safety equipment.

Coordinate maintenance services with other agencies and for special events.

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

### **Data Utilization:**

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

### **Human Interaction:**

Requires the ability to manage and direct a large group of employees, which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, computer terminal, calculator, telephone, pager, grounds maintenance equipment and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as financial statements, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; calculate surface areas and volumes; interpret descriptive statistical reports.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, planning, controlling and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animals/wildlife and toxic/poisonous agents.

**Physical Requirements:**

Requires the ability to lift objects up to one hundred pounds such as bags of grass seed, fertilizer, ice control substances, barricades and picnic tables.

Requires the ability to stoop, crouch, bend and twist to perform inspection of maintenance work.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials and tasks such as recognizing the sound of malfunctioning equipment and identify shapes to distinguish objects clearly.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.