

Chittenden Central Supervisory Union

Job Description

JOB TITLE: Head of Grounds and Facilities – Essex Junction Recreation & Parks
FLSA STATUS: Non-Exempt
PAY GRADE: 12
UPDATED: June 2008

POSITION OBJECTIVES:

To effectively plan, organize, manage, supervise, and implement safe, aesthetically pleasing, and functional grounds and facilities for the public to enjoy in support of the development, maintenance, and stewardship of a comprehensive system of leisure and recreational services as provided by the Essex Junction Recreation and Parks Department (EJRP)

PRIMARY OVERSIGHT AND ACCOUNTABILITY:

Position is primarily responsible for the oversight and accountability for the maintenance of all grounds and facilities under the purview of EJRP.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Grounds/Facility Management

- Manage, oversee, and supervise the daily operation of the grounds and facilities under the purview of EJRP including, but not limited to: cleaning, maintenance, project implementation, long-term planning, seasonal staff, and volunteers
- Establish work plans
- Initiate purchases, bid opportunities, and contracts for maintenance projects
- Oversee all hired and volunteer maintenance work on the grounds/facilities
- With other recreation staff, help to develop short and long-term goals, capital plan improvements, and annual work goals
- Recommend enhancement or renovation projects as required to maintain state of the art, environmentally conscious, safe, and functional grounds and facilities
- Prepare grounds and facilities for scheduled use, including set-up, clean-up, and coordination of needs with users
- Perform a variety of planning and project management tasks related to assigned projects, including design of methods, determining and preparing estimates of cost and amount of materials needed, and time needed to complete work
- Coordinate and oversee maintenance work done by outside contractors
- Plan, schedule, supervise, and assist with year-round and seasonal grounds functions, including:
 - Summer grounds maintenance: lawn mowing and fertilizing; tree/shrubbery pruning; planting grass, trees, shrubs, flowers, etc.
 - Winter grounds maintenance: snow and ice removal, salting and sanding, monitor snow depth on low pitched roof on Recreation Center Building and remove as necessary, monitor pool cover, draining excess water from covers, manage outdoor ice rink
 - Athletic field preparation and maintenance
 - Playground equipment maintenance and repair
 - Courts maintenance, cleaning, and repair – basketball, tennis, skatepark, parking lot, etc.
 - Basic construction tasks: ditch digging, pouring cement, laying tar and asphalt, fence installation, stonewall repair, etc.
 - Other seasonal tasks such as raking leaves, sweeping and removing sand, erosion control
 - Trash pick up and removal
 - Furniture moving
 - Indoor winter work, such as ceiling tile/window replacement, hardware repair, replacing light bulbs, refurbishing park amenities (benches, goals, swingsets, etc.)

- Special work orders (deliveries, pick-ups, set-up/tear-down of special events)
- Performs a wide range of semi-skilled and skilled carpentry and related trades work associated with the repair and construction of facilities, including major repairs, remodeling, and new construction projects involving:
 - Rough and finish interior and exterior carpentry work
 - Concrete and masonry work; roof work, and plaster and drywall work
 - Interior and exterior painting and staining, including surface preparation
 - Basic plumbing and electrical maintenance, trouble shooting and repairs; and assistance to licensed plumbers and electricians on more skilled plumbing, heating system, and electrical installation, upgrading, and repair projects
 - Basic mechanical maintenance, troubleshooting and repairs; and assistance to district mechanic in the maintenance, repair, and modification of a variety of recreation vehicles, engines, and equipment
- Complete oversight of the maintenance of Maple Street Pool – including opening, closing, day to day maintenance, cleaning, and testing
- Ensure public safety by regularly inspecting and maintaining park equipment for vandalism and repairs, and repair as needed
- Maintain tools and equipment
- Maintain an appropriate inventory of supplies and materials
- Ensure the regular cleaning of the recreation building, year-round, to include, emptying trashes, vacuuming, mopping, bathrooms, restocking supplies, etc.
- Ensure proper cleaning of the outdoor bathrooms
- Monitor park grounds and enforce park policies and rules in all parks; notify Director of incidents/damages; call Essex Police Department as necessary
- Other related duties as assigned

Finance and Administration

- Monitor purchase requisitions related to assigned areas and budget controls
- Monitor expenses and revenues of assigned areas in accordance with the approved/modified budget
- Initiate purchases, bid opportunities, and contracts in accordance with the approved/modified Capital Plan
- Plan and prepare departmental budget related to assigned areas

Personnel Management

- Hire, train, evaluate, develop, supervise, and schedule all seasonal grounds and facilities employees

Volunteer Management

- Work directly with individual and group volunteers to generate project lists, provide access to appropriate supplies and equipment, and ensure work is completed effectively, efficiently, and safely

Other Professional Duties

- Confer and communicate regularly with department administration and personnel, property services personnel, district personnel, and relevant internal and external organizations and individuals to plan, coordinate, and evaluate grounds and facilities needs
- Seek out and actively participate in opportunities for professional development (i.e. attend seminars, workshops, and/or conferences to enhance maintenance related knowledge, skills, and certifications)
- Design procedures or make recommendations to the Director that will enhance or improve the effectiveness and efficiency of department within the available resources

SUPERVISION RECEIVED:

Reports to, supervised, and evaluated by, and receives general administrative direction from the Recreation and Parks Director.

SUPERVISORY RESPONSIBILITIES:

Manages up to 10-seasonal grounds and facilities employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; addressing complaints and resolving problems. Manages individual and group volunteer efforts in the parks.

QUALIFICATIONS:

Education and Experience

High school education plus 8 to 10 years of relevant technical training/experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

Certifications and Licenses

- Certified Playground Safety Inspector (or able to become certified within two-years)
- Certified Aquatic Facility Operator (AFO) (or able to become certified within one-year)
- American Red Cross First Aid and CPR (or able to become certified within one-year)
- Must hold a valid Vermont driver's license
- Interest and ability to attend seminars, workshops, and/or conferences to enhance maintenance related knowledge, skills, and certifications

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and procedure manuals.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to apply concepts of basic algebra and geometry.

Computer Skills and Experience

Basic skills and ability to use Microsoft Word, Excel, GroupWise (or similar e-mail system), and navigate the internet.

Reasoning Ability/Mental Requirements

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to sustain high degree of care and awareness required to prevent physical injuries.

Communication & Interpersonal Skills

Ability to communicate courteously, efficiently, and effectively with a variety of individuals, including youth, parents, coaches, and representatives of outside organizations. Ability to work cooperatively and effectively with EJRP administration and staff, and other internal and external organizations.

Technical Skills

Good technical skills in the safe operation of tools, equipment, tractors, lawn mowers, and other heavy equipment. Working knowledge of equipment, materials, and supplies used in parks, buildings, and grounds maintenance; working knowledge of equipment and supplies used to perform minor repairs; working knowledge of first aid and applicable safety precautions.

Work Schedule

Ability to work evenings, weekends, and holidays also required.

Physical Effort and Stress

Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following:

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	O	X	
STANDING	C	X	
WALKING	C	X	
SEEING	C	X	
HEARING	C	X	
TALKING	C	X	
DEXTERITY (hands/fingers)	C	X	
USE OF COMPUTERS AND EQUIPMENT	O	X	
LIFTING			
up to 10 lbs.	C	X	
10-25 lbs.	F	X	
25-50 lbs.	F	X	
50-100 lbs.	O	X	
100+ lbs.	S	X	
CARRYING			
up to 10 lbs.	C	X	
10-25 lbs.	F	X	
25-50 lbs.	F	X	
50-100 lbs.	O	X	
100+ lbs.	S	X	
BENDING/STOOPING	F	X	
PUSHING/PULLING	F	X	
TWISTING	F	X	
CLIMBING	F	X	
BALANCING	F	X	
CROUCHING	F	X	
KNEELING	F	X	
CRAWLING	F	X	
REACHING (i.e., overhead)	F	X	
HANDLING	F	X	
DRIVING	F	X	
REPETITIVE MOVEMENTS (hands, feet)	F	X	
MANAGING STRESS	F	X	
RESOLVING CONFLICTS	O	X	

Working Conditions/Environmental Factors

All conditions common to a construction site for residential housing including, but not limited to, the following:

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	C
EXPOSURE (extreme heat – non-weather, flames)	S
EXPOSURE (extreme cold – non-weather)	S
EXPOSURE (fumes, odors)	F
EXPOSURE (viruses, infectious diseases)	S
EXPOSURE (water)	C
EXPOSURE (hazardous equipment)	F
EXPOSURE (chemicals, hazardous materials)	F
UNEVEN TERRAIN	F
OUTDOOR WEATHER CONDITIONS	C
VIBRATION/NOISE	F
HEIGHTS	O

Definitions - Physical Demands

Sitting: remaining in a seated position

Standing: remaining on one's feet in an upright position at a work station without moving about

Walking: Moving about on foot

Seeing: Perceiving with the eye

Hearing: Perceiving or listening to sound by ear

Talking: Articulating, speaking or discussing using spoken words

Dexterity: Skill in the use of hands and fingers

Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder

Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

Twisting: Rotating; moving to face in alternate direction.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

Crouching: Bending the body downward and forward by bending the legs and spine.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crawling: Moving about on the hands and knees or ha

Reaching: Extending the hands and arms in any direction

Handling: Seizing, holding, grasping, turning, or working with hands

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.