

**MAJOR FUNCTION**

This is responsible, technical, administrative and supervisory work involving the construction, maintenance and repair of city park playgrounds, athletic facilities, Parks Division capital projects, structural buildings, shelters, dugouts and bridges. Work is performed under the general supervision of the Superintendent-Parks. Work is reviewed through conferences, reports, observations, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, directs and reviews the work of Maintenance/Construction Chiefs and foremen involved in maintaining facility grounds, playgrounds, tennis courts, athletic fields, community centers and other recreational facilities. Supervises the construction of playground equipment facilities, athletic fields and picnic sites, restrooms, shelters, bridges, dugouts, and other structures that must conform to the code for public use. Meets with engineers and architects, pulls permits for projects, writes specifications, prepares bid documents, and purchases material and equipment. Reads blueprints and performs detailed take-offs for cost estimates. Inspects work conducted by private contractors for approval of payment. Coordinates activities of subordinates with those of other city departments. Researches, develops, and implements methods to improve efficiency of maintenance and construction activities. Prepares project, productivity, budget and personnel reports. Recommends the selection, transfer, promotion, grievance resolution, discipline and discharge of assigned staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Conducts staff meetings and in-service training for employees. Performs related work as required.

**Other Important Duties**

Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of methods, materials, equipment and practices used in maintenance, construction and development of park grounds and building construction and maintenance. Considerable knowledge of the construction industry codes and applications that pertain to the trade. Considerable knowledge of athletic field construction and maintenance. Considerable knowledge of the care, maintenance and selection of appropriate equipment to carry out the maintenance function. Considerable knowledge of the hazards involved in the work and safety precautions to be taken. Ability to plan and organize the work and delegate authorities and responsibilities to subordinate employees. Ability to keep records and prepare reports. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and six years of journey level construction experience that includes construction of structural buildings and related facilities for public use; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Possession of a valid Class E State driver's license.

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