



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: OPERATIONS SUPERVISOR - GROUNDS

DEPARTMENT: Parks and Planning

FLSA CLASSIFICATION: Full-time, Non-Exempt

POSITION FOCUS

Responsible for the management and oversight for the daily, cyclical and routine duties and projects including operations related to horticulture, grounds, landscaping, athletic fields, playgrounds, outdoor facility maintenance and special event support.

SUPERVISORY RELATIONSHIPS

- Accountable to the Superintendent of Parks – Grounds and Fleet
- Supervises the full-time and part-time/seasonal maintenance staff

ESSENTIAL JOB DUTIES

- Oversees, assigns and supervises the daily, cyclical and routine duties and projects including operations related to horticulture, grounds, landscaping, athletic fields, play-grounds, walking paths, snow, ice making and refuse removal
- Plans and supervises grounds staffing pertaining to parks and facilities improvements and upkeep
- Assists in assessing community needs and level of satisfaction, and manages department maintenance of parks in response to those needs
- Responds to questions, complaints and emergency calls from internal and external customers and takes appropriate courses of action
- Oversees contractor maintenance contracts in area(s) of responsibility
- Assists in preparing and submitting appropriate chargebacks
- Requisitions and purchases supplies
- Oversees the operation, maintenance and repair of equipment and machinery
- Keeps records on all equipment and commodities used in maintenance operations
- Assists in preparing bid documents and specifications for supplies and equipment purchases or contracted services in area(s) of responsibility
- Assists in the development, implementation and monitoring of the department's Comprehensive Plan, operating budget and capital budget
- Prepares bi-weekly payroll and submits to the Finance Department in a timely basis, as necessary
- Hires, trains, supervises and evaluates full-time, part-time and seasonal direct reports
- Assists in the preparation of board summaries, monthly reports, and periodic and special reports, as necessary
- Assists in conducting regular in-service safety and equipment trainings for grounds staff
- Maintains familiarity with the safe operation of any equipment necessary in accomplishing required tasks of the Department of Parks and Planning.
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Coordinates weekly with affiliates to address and support community needs
- Additional functions as assigned which may be essential

MARGINAL JOB DUTIES

- Studies the effectiveness of existing maintenance policies, procedures and practices, implementing changes as needed
- Completes performance evaluations for full time, part time and seasonal staff as assigned
- Maintains required departmental records
- Attends and represents the Arlington Heights Park District at meetings, including MIPE, ILCA, IPRA and other local and outside agencies, associations and organizations

- Attends professional conferences and workshops to promote knowledge in related areas of responsibility and for continuing education
- Serves as Superintendent of Grounds and Fleet in their absence

REQUIRED KNOWLEDGE

- Good to strong knowledge of one or more of the following areas: horticulture, turf maintenance, grounds and athletic field maintenance, custodial operations, playground installation and repair, grounds maintenance equipment and repair
- Good knowledge of pesticide application, if assigned to grounds or athletic field areas
- Good knowledge of the principles, practices and objectives of park and recreation administration

REQUIRED COMPETENCIES

- Ability to cooperate with and interpret Park District philosophies in relation to governmental, public and private groups and agencies and to the general public
- Ability to hire, supervise, train and evaluate the work of skilled and semi-skilled employees
- Ability to maintain positive and effective working relationships with other supervisors and subordinate employees
- Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government.
- Ability to work independently in day-to-day operations with general direction of the Superintendent of Parks – Grounds
- Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from other departments and interruptions with accuracy
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers
- Ability to demonstrate leadership qualities to perform required work
- Ability to communicate effectively with fellow staff and the public both orally and in writing
- Capacity to be self-motivated and achieve goals with minimal supervision or direction
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate verbally and in writing and to read and understand printed materials
- Capacity to utilize computer skills, including demonstrated proficiencies in word processing and basic spreadsheet and database applications
- Capacity to proactively troubleshoot, problem solve and make sound judgments with respect to confidentiality
- Strong knowledge of pertinent safety precautions
- Ability to pass the Park District's Defensive Driving training, in order to drive to various Park District locations

EDUCATION, EXPERIENCE AND TRAINING

- AA/AS in Parks and Recreation, Landscape Architecture, Horticulture or closely related field from an accredited college or university is preferred
- Minimum of five or more years of demonstrated success, of which three years were in a supervisory role in a parks/facility maintenance, or golf course maintenance position is preferred
- Or, any equivalent combination of education, experience and training
- Possesses or obtain a Class C license within six (6) months of employment
- Valid Illinois Pesticide Public Applicator License
- Ability to obtain CPSI, as necessary
- CPR and AED Certification required within six months of employment
- CPRP is desired

HOURS

- 40 hours a week, with work hours designated by the Director of Parks and Planning
- Overtime, night, weekend and holiday work hours, as required
- Employee will rotate on a weekly on-call schedule
- Nights or other modified shifts are required, as necessary
- Employee is considered to be on duty whenever the need exists

PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS

- General work area is outdoors and employee is exposed to extreme weather conditions, including extreme cold, snow, rain and ice
- Employee will also be exposed to chemicals (i.e., pesticides, cleaning solutions, solvents, paints, fertilizers, petroleum products, etc.)
- Exposure to mud, dirt, dust and decaying organic material
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Infrequent exposure to cleaning materials and office supplies (e.g., copier toner)
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
 - Ear plugs or ear covers
 - Safety goggles, glasses or face shield
 - Protective footwear, OSHA approved
 - Protective gloves
 - Rubber boots
 - Hard hat
 - Painting and spraying respirator
 - Back brace
 - Knee pads
 - Protective suit or outerwear
 - Chain saw chaps
 - CPR barrier such as mask or mouth piece
 - Non-latex gloves

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Board Approved – 6/24/84

Revision Approved – 4/26/88, 8/1/90, 3/24/98, 8/5/04, 11/2/07, 8/27/10, 11/1/13, 4/1/14, 2/8/17, 7/12/21, 3/7/22, 5/15/23, 3/11/26

Reviewed – 2/5/01, 3/23/06, 9/10/08, 5/15/23



Executive Director