



CITY OF SELMA JOB POSTING

POSITION: Recreation Supervisor Grounds & Parks

DEPARTMENT: Recreation

LOCATION: City of Selma

STATUS/SCHEDULE: Regular, Full-time

OPENING DATE: July 8, 2021 **CLOSING DATE: Until filled**

Job Summary

Under general direction, coordinates, supervises, and participates in the maintenance, repair, and construction of the city recreation grounds, landscaped areas, parks and/or recreation facilities; supervises basic vehicle and equipment maintenance; designs and drafts landscape plans oversees district maintenance activities and performs a variety of difficult and complex maintenance assignments; and performs related work as required.

Duties and Responsibilities

- Plan, supervise, and direct the maintenance, repair, and construction of parks, grounds, and recreation facilities for a variety of assigned amenities and/or locales.
- Direct excavation and backfill work.
- Oversee spraying for insects, weeds, and disease control, removal of snow and ice from sidewalks and parking lots, installation, maintenance and repair of automated and manual sprinkler systems, and pouring and finishing of concrete.
- Inspect work in progress, provide technical guidance, examine completed projects, and submit reports of work completed; ensure proper cleanup after projects.
- Supervise assigned staff; schedule staff assignments and projects; determine work performance standards, conduct performance evaluations, provide direction to staff, conduct employment interviews, and handle disciplinary problems.
- Supervise vehicle and equipment maintenance.
- Design and draft landscape plans.

- Coordinate assigned functions with other divisions of the Department, other agencies, and the public.
- Maintain and compile data on changes, repairs, and installations; prepare reports and recommendations.
- Recommend project priorities and work methods; requisition materials, equipment, and supplies required for
- completion of projects, maintenance and repair work.
- Assist with developing and interpreting operating procedures and standards.
- Assist with budget development; prepare budget recommendations for assigned functions; monitor and track expenditures.
- Meet with the public, resolve concerns, answer questions, and provide information regarding maintenance and repair activities.
- Perform some of the more complex maintenance, repair, and construction assignments.
- Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

- Comprehensive knowledge of methods, procedures, tools and equipment used in assigned area and activities.
- Budget development and fiscal monitoring.

Ability to:

- Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.
- Plan, coordinate, and direct assigned functions and activities to accomplish established goals and objectives and optimize efficiency.
- Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.
- Entry Level (Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)

Knowledge of:

- Methods, materials, and equipment used in the maintenance, repair, and construction of parks, grounds, recreation facilities and landscaped areas.
- Insect and disease control methods.
- Building forms, pouring, and finishing concrete.
- Installation and repair of sprinkler systems.
- Work safety methods and procedures.
- Landscape planning and design.
- Principles of supervision, training, and employee evaluation.

**APPLICATIONS INCLUDING YOUR RESUME SHOULD BE SUBMITTED TO THE
PERSONNEL DEPARTMENT 222 BROAD STREET SELMA AL 36701**

THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER