

RESOLUTION NO. 2016 - _____

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND
COMPENSATION PLAN FOR THE CITY OF BRYANT**

WHEREAS, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

Section 1. The City Council of the City of Bryant hereby adopts the attached position description for Grounds and Maintenance Superintendent

Section 2. The salary range of the Grounds and Maintenance Superintendent shall be as follows, depending on experience:

Minimum	Midpoint	Maximum
\$37,451.50	\$46,814.56	\$56,177.26

PASSED AND APPROVED this _____ day of _____, 2016.

APPROVED:

Jill Dabbs, Mayor

ATTEST:

Approved as to Form:

Sue Ashcraft, City Clerk

Richard Chris Madison, Staff Attorney

City of Bryant
Grounds and Maintenance Superintendent - Approved 2016 - Copy
Job Description

Job Code: 3000
Exempt: No
Department: Parks and Recreation
Reports To: Parks and Recreation Director
Location: Parks Department
Date Prepared: October 17, 2008
Date Revised: November 15, 2016

GENERAL DESCRIPTION OF POSITION

Works with the Assistant Director of Parks to implement the vision and goals of the Department. The Grounds & Maintenance Superintendent is responsible for the maintenance and improvements to parks grounds including athletic fields and irrigated areas. The Grounds Superintendent will ensure that the parks grounds are kept in top condition for full and productive use.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Leads Park Labor Team.
2. Provides priorities and coordinates the schedules of the maintenance and grounds operation.
3. Develops and implements extensive turf maintenance plan for sports fields.
4. Develops work standards and deploys a work force of multiple supervisors, full-time and part-time employees.
5. Operates and coordinates a maintenance management system.
6. Works with HR and Assistant Director to interview, hire, and discipline Grounds and Maintenance staff.
7. Assists the Parks Director and Assistant Directors with long range plans.
8. Designs and oversees in house improvements to existing facilities.
9. Participates in the design of new, and the rehabilitation of related city facilities.
10. Develops and oversees contracted maintenance work.
11. Assists in the development of the Parks Department maintenance budget and monitors the departments expenditures.
12. Oversees the inspection of contract construction of new and renovated facilities in accordance with industry specifications.

13. Develops, enforces, and maintains safe work practices and conditions to conform to local, state and federal regulatory agencies.
14. Performs manual construction and maintenance work under little or no supervision.
15. Performs operation of equipment such as lawn mowing equipment.
16. May act as temporary relief for other departments as needed.
17. Completes daily logs as assigned.
18. Performs other duties as assigned.
19. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arkansas drivers license or a valid drivers license recognized by state of Arkansas.
Arkansas Pesticide Applicator License.
Experience in all aspects of irrigation components and wiring. Certified to work on RPZ.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified Playground Inspector and International Society of Arboriculture preferred but not required.

SOFTWARE SKILLS REQUIRED

Basic: Other, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees, but possibly smaller if difficult, semi-technical work, requiring considerable direction and assistance, is involved. Plans, directs and coordinates work, makes decisions, and performs personally the more difficult aspects of the same broad assignment.

Supervises the following departments: Parks

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the

organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions; frequently exposed to extreme heat; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, extreme cold, risk of electrical shock, vibration. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to talk or hear; and frequently required to walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, taste or smell; occasionally required to stand, sit, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Ability to use weed eater, lawn mower, chainsaw, carpentry tools, concrete finishing tools, tractors, trucks, yard maintenance equipment and other equipment. Principles and practices of management, selection, appraisal, and motivation of employees; work, planning and control, including estimating and inspection; methods, materials and equipment for the design, construction and maintenance of landscaped and recreational areas and facilities; supervise multiple work units through subordinate supervisors; establish and maintain effective working relationships with others; identify requirements, procedures, and deficiencies in landscape maintenance, including pruning, diseases, growth and aesthetics; design and review designs for landscaping and irrigation systems; address and resolve with the public, park related issues and problems; plan, organize and control short and long-term department accountabilities; work safely in potentially hazardous conditions.