

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Parks & Operations Supervisor I

SALARY RANGE: AFSCME Local 3636: Grade K \$50,211 – \$61,802; Excellent benefit package, including medical, dental, vision, life insurance; defined benefit pension; holidays, vacation, and more

JOB DUTIES

- Supervise the daily operations of the Parks Division including prioritize projects, assign appropriate staff, and determine necessary equipment; coordinate activities with other departments.
- Oversee security operations of parks & facilities, working collaboratively with police, fire, internal parks & recreation staff and Director. In addition, oversees yearly & constant inventory of parks amenities, challenges, safety inspections and way finding.
- Prepare, monitor, and implement parks budget.
- Assist with yearly capital improvement priorities & projects as well as update the CIP plan yearly.
- Provide planning assistance and staffing for set up of special events for Parks & Recreation and other departments.
- Use technical expertise to solve problems with turf, landscape plantings, irrigation systems, field layout, equipment, landscape construction, etc.; assist in park development.
- Oversee contracted operations, assisting in writing specifications, monitor and evaluate contractors' performance.
- Hire, train, supervise, evaluate and motivate career, non-career, and contractual staff; participate in grievance process.
- Cemetery supervisor including locate grave site, meet with citizens to purchase grave sites and supervise cemetery maintenance.
- Develop effective working relationship with citizen organizations.
- Supervise snow removal and other duties as assigned.

JOB REQUIREMENTS

- Associates degree or equivalent in Landscape Technology or related field, and must be a certified Pesticide Applicator.
- Five years of experience in Parks Maintenance, resulting in substantial knowledge of parks maintenance operations, contract administration, landscape and turf applications, pesticide issues, safety procedures, and field development and maintenance.
- Previous leadership experience sufficient to effect knowledge of supervisory techniques; staff training, motivation, and evaluation.
- Highly effective interpersonal skills necessary to deal with a demanding public, numerous contractors, subordinate staff, and representatives from other City departments.
- Demonstrated organization and multiprocessing skills required to handle multiple tasks and projects simultaneously.
- Able to work flexible hours including evenings and weekends for special projects and emergency situations.
- Must meet the City's standard of a good driving record and posses a Michigan Commercial Drivers License (CDL) with a Class A or B at the time of application.

The selection process will include a review of the applicant's qualifications; driving record and criminal history check and an oral interview. Each step of the process must be passed before the applicant will be moved to the next step

APPLY AT: City of Southfield, Human Resources Department
Applications may also be downloaded from www.cityofsouthfield.com.

**City of Southfield Application Packets Must Be Received in the Human Resources Department No Later Than 5:00 p.m.
Friday, February 22, 2019**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. *The collective bargaining agreement and salary range are in negotiation. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

vr Dated: January 24, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.