

CITY OF AVON
CLASSIFICATION SPECIFICATION
 An Equal Opportunity Employer

Classification Title:	Grounds Manager	Civil Service Status:	Unclassified
Department:	Service Department / Streets	FLSA Status:	Exempt
Immediate Supervisor:	Mayor with direction from Streets Superintendent	Bargaining Unit Status:	Excluded
Employment Status:	Full-Time	Positions Supervised:	Parks Maintenance Workers / Crew Leader

JOB RESPONSIBILITIES:

Performs other related duties as required

Under general direction of the Superintendent of Streets, assists in planning and directing the City's park development, maintenance and operation program including management of parks personnel; establishes and maintains equipment maintenance schedules; communicates with the Mayor; may interact with Council, Service Director, Recreation Coordinator, and others to discuss issues, programs, services, etc.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Bachelor's degree in recreation, parks administration, or other related discipline, plus three (3) years park management experience, or equivalent combination of training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position. Proficiency in Microsoft Office, particularly Excel, Outlook and Word.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must possess a Class B Commercial Driver's License (CDL) or higher with appropriate endorsement(s); Class A CDL preferred. Must be able to qualify for and remain insurable under the City's vehicle insurance policy. Must possess or within one (1) year of being hired obtain and maintain a Certified Park and Recreational Professional Certification.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

Assists in planning and directing the development, maintenance, and operations of the City's parks, park lands, facilities, buildings, structures, underground works, and any grounds owned by the City, etc.; assists in planning for park and facilities maintenance, repair, and expansion; assists in reviewing and evaluating program activities; assists in developing and implementing parks policies and procedures; ensures the continuation of quality standards in services and facilities provided to the community.

CITY OF AVON
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

Classification Title: Grounds Manager

Page 2 of 3

Manages and oversees the activities of parks personnel (schedules and assigns work, administers and recommends discipline, evaluates employee performance, approves or denies leave requests, etc.); interviews and recommends the hiring of job applicants.

Assists in preparation of annual budget request for parks department; assists in monitoring expenditures to ensure expenses do not exceed appropriations; assists in approving or denying requests to purchase equipment and supplies; estimates costs for new programs or facilities; prepares records, reports, and other documentation (operational, financial, programmatic, etc.).

Manages and preserves all surveys, maps, plans, drawings, estimates and other documentation related to the parks department.

Establishes and maintains equipment maintenance schedules.

May meet with elected and appointed officials, community organizations, citizen groups, etc., in order to discuss parks related problems, programs, or issues; develops and maintains cooperative working relationships.

Provides information and assistance to patrons in a professional and courteous manner; receives and responds to public complaints in a courteous and respectful manner.

Maintains required licensures, certifications, etc.

Demonstrates regular and predictable attendance.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Performs other related duties as assigned.

CITY OF AVON
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

Classification Title: Grounds Manager

Page 3 of 3

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of: City/Department goals and objectives;* City/Department policies and procedures;* supervisory principles and practices; safety practices and procedures; City government structure and process;* principles and practices of parks and recreation planning, development, and administration; budgetary practices; fiscal control practices and procedures; records management; public relations.

Skill in: computer operation; use of modern office equipment; motor vehicle operation; use of parks and recreation equipment.

Ability to: communicate effectively with other employees and the public; provide and carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; train or instruct others; calculate fractions, decimals, and percentages; prepare accurate documentation; maintain records according to established procedures; compile and prepare reports; understand a variety of written and/or verbal communications; develop and maintain effective working relationships with coworkers, supervisors, and the public; resolve complaints; exercise independent judgment and discretion; determine material and equipment needs; respond to routine inquiries from public and/or officials; conduct effective interviews; travel to and gain access to work site.