

**CITY OF BELLINGHAM
JOB DESCRIPTION**

JOB TITLE: Park Trails - Field Supervisor

UNION:231

SG:5

DEPARTMENT: Parks and Recreation – Park Operations Division

CS:N

FLSA:N

EEO4/SOCCODE:PR/37-1012

JOB SUMMARY:

This position combines supervisory and technical knowledge with the implementation of the maintenance, restoration, repair, and improvement of the park trail system supporting a wide variety of tasks and functions. The park trail system is located in right-of-way areas, open space, parks, and other public spaces. Plans, schedules, assigns and supervises the work of the trails team; evaluates quality and quantity of work, and conducts annual performance appraisals. Park trails functions include trail maintenance, vegetation control, wetland mitigation, clearing debris, bridge/boardwalk/fence repairs, mitigation of vandalism, drainage work, and other related maintenance or repair. Develops and provides training for operational programs and ensures staff meet standards and service levels. Develops, recommends, and implements short and long-range trails projects or objectives and evaluates effectiveness. Works closely with the Park Operations Manager and Park Specialist in service of Departmental goals. Represents the Park's Department as a subject matter expert for other City departments, providing professional recommendations and written reports.

SUPERVISORY RELATIONSHIPS:

Reports to the Park Operations Manager. Works independently under general direction in accordance with City and Departmental policies, standards, and procedures, state and federal laws, regulations, and guidelines. Supervises assigned Park Specialist, Park Technicians, Park Workers, and seasonal staff. Promotes and supports teamwork with other supervisors and managers within the Parks and Recreation Department and City.

ESSENTIAL FUNCTIONS:

1. Supervises and coordinates the Trails program area within the Park Operations Division. Develops, plans, schedules, coordinates, monitors and recommends a wide variety of trail maintenance tasks including construction, repair, wetland mitigation and restoration. Effectively utilizes maintenance management software to conduct work planning, schedule work activity, manage assets, track service requests, work orders and projects to maintain and maximize efficiency of program areas. Refers major or controversial requests/issues to Park Operations Manager for review. Works with other divisions, departments, and agencies to facilitate and coordinate services, as appropriate. Maintains Safety Data Sheets for work group.
2. Supervises the work of assigned Park Technicians, Park Specialist, Park Workers, and seasonal staff. Hires, trains, assigns works, develops performance standards and monitors performance. Conducts pre-disciplinary investigations; recommends and delivers corrective action as appropriate. Reviews and approves employee timesheets and oversees scheduling. Responsible for training, motivating, and supervising the work team and establishing a system of effective communication and cooperation. Trains and orients employees on program area techniques and methods, work assignments,

equipment operation, policies, best practices and procedures. Responsible for safety training and monitors compliance of employees with safety rules.

3. Develops, recommends, and implements program goals and objectives, subject to management approval. Evaluates, recommends and implements appropriate techniques, equipment and technology to increase effectiveness and efficiency of trail work and operations. Develops and recommends policies and procedures for program area.
4. Performs scheduled and unscheduled inspections of trail corridors including greenways and open space properties. Monitors for hazards and encroachments. Works with other City departments to develop drainage and erosion control methods. Troubleshoots and resolves issues within scope of authority or coordinates with appropriate entities.
5. Oversees ordering, inventory, maintenance and allocation of program supplies, vehicles and equipment. Coordinates with Park Specialist and other Division Supervisors to resolve conflicts involving scheduling, use, condition and availability of equipment. Obtains quotes for materials/supplies and coordinates and schedules equipment maintenance.
6. Approves expenditures for equipment and materials, monitors budget for program area and provides recommendations for management review. Implements and monitors approved budget. Prepares and submits reports to manager and outside advisory boards.
7. Works with other City staff, departments, and outside agencies to comply with all applicable local, state and federal regulations, policies, guidelines, reporting requirements.
8. Designs, plans, and determines scope of work, materials, time and cost projections and implements renovation and rehabilitation projects for Trails program area. Assists Park Operations Manager with managing contracts for construction of trails, and coordinates with outside contractors.
9. Investigates and responds to community members' complaints, information requests and issues in a courteous and prompt manner.
10. Conducts, attends, and participates in a variety of team or departmental meetings.
11. Monitors and reviews status of Integrated Pest Management Program. Uses system of guidelines for best management practices.
12. Completes necessary documentation for trail inventory, maintains use records, and records and reports trail maintenance statistics to Park Operations Manager. Uses GIS and other mapping/information systems to identify and track trail assets in City controlled areas and works continually to update boundary marking and mapping. Composes correspondence, reports, and other documents as necessary.

ADDITIONAL WORK PERFORMED:

1. Acts as resource to management and employees regarding assigned program area. Keeps current in new developments in the parks and recreation field through professional memberships, attending conferences and networking with professionals.

2. May occasionally perform physical activities such as moving, lifting, pushing, and carrying equipment, tools or supplies for programs or activities as needed.
3. Serves as back up for other Park Operations staff, as assigned.
4. Performs other related work of a similar nature or level. Completes special projects or analysis as requested.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough technical knowledge of trail and trail feature construction techniques and materials.
- Natural and managed drainage systems.
- Working knowledge of integrated pest management concepts and strategies for best management practices.
- Maintenance management systems.
- Current federal, state, and local codes, laws, rules, and regulations related to park grounds maintenance and wetland mitigation.
- Fiscal and records management and ability to develop, prepare and implement program budgets.
- Safety hazards, precautions and procedures related to assigned program area.
- Working knowledge of and ability to learn City personnel policies and procedures and labor contract provisions for the workgroup.
- Working knowledge of departmental policies and procedures.

Skill in:

- Strong supervisory skills including leadership skills, problem analysis and decision-making, planning and organizing, management control, adaptability/flexibility, and time management.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, and the general public.
- Strong written communication skills for developing reports, correspondence, policies, procedures, and organizational communications.
- High stress tolerance and advanced ability to manage multiple priorities on a daily basis.
- Strong work ethic and customer service orientation. Always conducts self in accordance with the ethical standards required of public officials and employees.
- Strong computer skills including word processing software GIS and database applications.
- Good time-management skills.

Ability to:

- Gain a working knowledge of Department operations and procedures, federal, state, and local pertinent regulations.
- Maintain appearance of fairness in dealings with staff and citizens.
- Avoid conflicts of interest in use of City resources and personnel.
- Independently plan and organize work assignments in order to meet critical deadlines.
- Utilize and incorporate technological resources, including maintenance management software, and to learn and adapt to new technology, keeping skills up to date.
- Read, understand, and work from plans and drawings.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service

- Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
 - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and copy machine;
 - Frequently communicate accurate information and ideas with others;
 - Operate a motor vehicle;
 - Stand or sit for long periods of time;
 - Move between work sites, including over irregular terrain;
 - Occasionally perform physical activities such as digging;
 - Occasionally lift and transport irregular objects weighing up to fifty (50) pounds.

WORKING ENVIRONMENT:

Work is performed in an office setting and out-of-doors including exposure to noise, fumes, construction environment and trail traffic hazards. This position has frequent exposure to outdoor weather conditions. Possibility of exposure to hostile and offensive language from the public. Employees are required to use appropriate safety equipment and follow standard safety practices. May experience frequent interruptions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or equivalent.
- Four (4) years of experience in grounds maintenance, recreational trails, park management, or closely related field.
- Two (2) years supervisory or lead experience required.
- College or vocational coursework in natural resource management, park administration or related field preferred.
- Experience with maintenance management software preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Applicant must submit a three- year driving record prior to hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check, and local background check.
- Willingness to attend evening or daytime meetings, training, and other functions.
- Ability to secure and maintain a valid First Aid and CPR certification within 12 months of hire.
- Ability to secure and maintain Certified Erosion Control and Sediment Control Lead Training (CESCL) Training with 12 months of hire.
- Ability to secure a Commercial Driver's License within 18 months of hire and to maintain throughout employment. Must pass CDL-related drug and alcohol testing throughout term of employment.
- Must attend and complete Pacific Northwest Resource Management school years 1 and 2 or equivalent certification approved by the Department within 4 years of hire.

PREPARED BY: S.Janiszewski
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7/25

REVIEWED BY: _____
Nicole Oliver
Parks & Recreation Director