



JOHN SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: SUPERVISOR OF PARKS AND GROUNDS & CEMETERIES	PAY RANGE: \$70,000 - \$85,000/yr	CLASSIFICATION/ GRADE: A-8	EEOC ADM
LOCATION: Parks and Grounds Department 679 Willard Avenue, Rear	APPLY BY: 4:30 p.m. August 12, 2015	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

An official Town of Newington Employment Application is required to be considered for this position. Applications are available in the Town Manager's Office Monday – Friday 8:30 a.m. – 4:30 p.m. or online at www.newingtonct.gov.

ESSENTIAL FUNCTIONS:

Under the direction of the Parks & Recreation Superintendent or designee, has responsibility for the maintenance of town parks, playgrounds, pools, maintenance and operations of Town and Board of Education grounds and cemeteries and recreation facilities.

EXAMPLES OF DUTIES:

Plans, assigns and directs the work of subordinates in maintaining parks, playgrounds, pools, Town and Board of Education grounds, cemetery and other recreation facilities; assists in the coordination of new construction and major park renovation projects; inspects all the areas under jurisdiction on a regular basis for adherence to maintenance standards and safety; prepares specifications for maintenance equipment; supervises the work of two divisions, parks & grounds and cemeteries; prepares and submits reports; conducts employee training programs; recommends major capital improvement projects; prepares divisional budgets, works with community organizations in ongoing park maintenance interest; prepares and updates the SOP (Standard Operating Procedures) Manual; coordinates and documents all overtime assignments; prepares payroll documentation; responsible for maintaining good labor relations, addressing grievances at the appropriate step or level, and recommending and/or implementing progressive discipline where appropriate.

MINIMUM QUALIFICATIONS:

Graduation from a recognized four year college with a degree in park and recreation and/or grounds maintenance, horticulture, forestry or landscape design and four years' experience in a responsible, supervisory position; or an equivalent combination of experience and training equivalent to a total of eight years.

Customs Ground License preferred. Facility Pool Operator Certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the methods, practices, materials, and equipment used in the construction, maintenance and operation of a park maintenance program; considerable knowledge of fertilization, soils, turf maintenance, chemicals, irrigations, and snow removal operations; basic knowledge of construction of parks and recreation facilities; considerable knowledge of good supervisory practices, knowledge of mechanical aspects of park maintenance equipment; knowledge of swimming pool maintenance; knowledge of athletic field maintenance; knowledge of trees, plants, flowers and shrubs.

Ability to plan and schedule park maintenance activities; ability to develop maintenance standards; ability to direct and evaluate subordinates performances; ability to establish employee training and safety programs; ability to keep accurate records and to prepare comprehensive written and oral reports. Ability to use software package, such as: Outlook, Microsoft Word, RecTrac, MainTrac and Excel. Ability to prepare a detailed and complex divisional budget. Ability to supervise and direct subordinate employees. Ability to work cooperatively with the public, subordinates, co-workers, department heads, vendors and Town officials.

PHYSICAL EXERTION ENVIRONMENTAL CONDITIONS:

Performs duties in extreme weather conditions, including heat, cold, rain or snow. Must wear protective clothing and safety equipment. Must be able to lift and/or carry objects of medium to heavy weight. Some highway driving may be required to carry out duties. Exposed to hazardous conditions during routine work and in general emergencies. Physical strength and ability sufficient to do heavy manual work. NOTE: The above tasks and responsibilities are illustrative only. This description does not include every task or responsibility.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

Phone: (860) 665-8510
www.newingtonct.gov

TOWN OF NEWINGTON

Grade A-8
Administrative Group

Title: Supervisor of Parks, Grounds and Cemeteries

Position Summary: Responsible for directing the activities of the Parks and Public Grounds Division of the Department of Parks and Recreation. Plans, organizes, and supervises the construction, care, and maintenance of town parks, recreational areas facilities, cemeteries and public grounds.

Description of Duties:

Receives oral or written direction from the Superintendent of Parks and Recreation. Plans and organizes work according to seasonal and recreational activities schedules. Establishes priorities to meet schedule, seasonal, or emergency needs. Assigns work to Foreman and maintenance staff in the functional areas of groundskeeping, lawn and plant care, pool and facilities maintenance, and general maintenance. Implements a plan to systematically maintain parks, recreational facilities, and equipment. Assigns subordinates to construction, maintenance, or care tasks. Inspects construction and maintenance work involving parks and public grounds. Supervises the reconditioning and Maintenance of athletic fields and courts, ice skating rinks, playgrounds and pools. Compiles and maintains work records for the Division. Participates in the review of park facilities and developments and site plans. Supervises the preparation and lining of playing fields. Supervises the care of turf, shrubs, and trees, including periodic spraying of herbicides and pesticides. Coordinates the maintenance and repair of unit vehicles, construction equipment, and facilities-related equipment. Recommends equipment purchases and specifications. Coordinates maintenance of facilities and equipment with recreational staff members. Participates in recreational planning by advising on facilities and equipment availability and needs. Provides technical consultation to other town departments, including the Board of Education. Recommends the promotion, and discipline of employees. Trains subordinates, including seasonal workers, in maintenance activities and standard safety procedures. Makes unit budget recommendations and submits to Superintendent. Initiates purchase of supplies and materials as needed. Maintains inventory of assigned materials, supplies and equipment. Reports work accomplished to Superintendent.

Supervised By:

Receives general direction from the Superintendent of Parks and Recreation.

Qualifications Profile:

The skills and knowledge required would generally be acquired with an Associate's degree in Landscape Planning, Horticulture, or some closely related field, with five years experience in parks or grounds maintenance work, including two years supervisory experience. Advanced education or practical work experience may be substituted for work education or experience, totaling seven years. Ability to develop a parks and recreation facilities maintenance program in meeting seasonal deadlines. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form. Ability to deal effectively with professional staff, the public and the media. Knowledge of the techniques and methods used in the care of turf, trees and shrubs. Ability to plan, supervise and implement herbicide and pesticide spraying program. Familiarity with the operation of mechanical and heavy equipment. Vocational training in soils and/or tree management work desirable. Ability to recruit, train and supervise park and equipment maintenance employees.

License or Certificate:

Connecticut Motor Vehicle operator's License. Spraying license as a Grounds Supervisor desirable

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.