



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

OFFICE OF HUMAN RESOURCES

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL BIDS

The City of Pawtucket is posting the following vacancy in Local 3960 AFSCME:

| # | DEPT. | DIVISION | JOB TITLE | PAYGRADE | SALARY RANGE |
|---|--------------|--------------------|------------------------------|----------|--------------------|
| 1 | Public Works | Parks & Recreation | Parks Maintenance Supervisor | 09T- | \$923.76-\$1059.43 |

Minimum requirements upon application:

- High School Diploma or GED; *or*
- 1-3 years related experience and/or training; *or*
- Equivalent combination of education and experience, *and*
- Must be computer literate, *and*
- Valid Driver's License.

Candidates must meet minimum qualifications as stated in job description

TO APPLY: VISIT OUR WEBSITE AT WWW.PAWTUCKETRI.COM . Download and complete a City of Pawtucket Employment application and submit your entire package to HR@pawtucketRI.com. Please include copies of diplomas, certifications required documentation in one package.

Application Period: June 11, 2019- June 17, 2019

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the Americans with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: PARKS MAINTENANCE SUPERVISOR
Department: PUBLIC WORKS
Affiliation: AFSCME Local 3960
Reports To: MAINTENANCE MANAGER
Pay Grade: 9T
Prepared By: EJE
Prepared Date: June 2019
Approved By: SM
Approved Date: JUNE 2019
Revised Date: JUNE 2019

SUMMARY

Oversees the parks maintenance teams and day-to-day maintenance of all City playgrounds, ballfields, parks, and farm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position shall be responsible for the following:

- Maintenance and upkeep of all City Parks & Recreation complexes
- Supervision of all Parks and Farm Division employees
- Storage, repairs and maintenance tracking of all Parks Division equipment and vehicles
- Working with Athletic Directors and all youth and adult organization groups in regard to the following:
 - Assuring all City complexes are safe and clean
 - Coordinating the utilization of all fields and courts, scheduling
- Maintaining inventory & supplies for farm and parks division.
- Inspecting of all park complexes, farm, playgrounds, etc.
- Submitting maintenance schedules: daily, weekly, monthly, & yearly
- Snow and Ice Operations
 - Supervise snow and ice removal operations, i.e. sidewalks, parking lots, dead end streets, etc.
 - Assist with plowing as needed
- Perform other activities and tasks as directed by the Maintenance Manager or DPW Director

SUPERVISORY RESPONSIBILITIES

Directly supervises parks maintenance employees relating to the above-referenced tasks. Carries out supervisory responsibilities in accordance with the City of Pawtucket policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three years' related experience and/or training; or equivalent combination of education and experience. Must be computer literate. College degree and management experience preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and 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 quantities, volumes, areas distances, circumference, etc. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. This position will be

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Drivers' License.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include distance vision, and color vision.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, and outside weather conditions. The employee is occasionally exposed to high, precarious places, and vibration from mechanical equipment. The noise level in the work environment is usually moderate.