

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Vacant
Work Phone:
2. Class Title (i.e. payroll title):
Parks General Supervisor
3. Working Title (if any):
West Parks General Supervisor
4. Name & Class of First-Line Supervisor:
Charlie Romines – Parks Operations Manager
Work Phone: 267-8804
5. Department, Division & Section:
Public Works / Parks Division / West Parks Maintenance
6. Work Address:
Summit Maintenance Facility, 1902 Freeport Rd, Madison WI
7. Hours/Week: 40
Start time: 7:00 AM End time: 3:00 PM
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:
This is responsible supervisory work involving responsibility for the maintenance of park buildings, grounds, athletic fields, playgrounds and facilities including a municipal cemetery with a mausoleum on the City's west side. The work involves organizing, record keeping, public relations, planning and implementing daily work assignments and longer-term work projects through numerous full time and seasonal staff. The work is performed under the general supervision of the Parks Operations Manager with independent judgment used to determine work methods and procedures and review through reports, observation and periodic discussions.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

45% A. General Maintenance Duties

1. Plan for and ensure effective and efficient routing, routines and staff activity in all areas of responsibility including mowing and trimming in parks, cemetery, boulevards and greenways.

2. Plan for and ensure effective and efficient routing, routines and staff activity for the removal of snow on assigned sidewalks, bike paths, bus stops and parking lots.
3. Oversee repair, cleaning and maintenance of Parks & Cemetery buildings, amenities, grounds, cemetery monuments and related maintenance equipment.
4. Oversee maintenance of athletic fields, ice rinks, landscaping, and special event setup for area of responsibility.
5. Perform related work as required.

30% B. General Administrative Duties.

1. Oversee the hiring, evaluation, training and discipline of staff.
2. Establish improvement goals for subordinate staff through reviewing work performed and establishing standards for park maintenance.
3. Establish communication processes to ensure job assignments and work orders are effectively communicated and completed by a large staff.
4. Efficiently and effectively administer the annual operating budget for the West Parks section, including personnel, purchased services, supply, cemetery and inter-departmental costs.
5. Prepare reports and make recommendations on operating and capital budgets, fleet needs, cemetery services and fees and other related items.
6. Recommend capital improvement opportunities for the Parks Division.
7. Respond to citizen, funeral home director and related business's concerns and issues. Meet with interested parties to provide information and/or answer questions about Parks and Cemetery services.
8. Monitor and record payroll, benefit, FMLA, and other related work.
9. Prepare reports including vandalism, accident and incident reports.
10. Receive and respond to grievances as required.

25% C. Cemetery Specific Duties

1. Maintain accurate burial/entombment systems, including records of individual sites, family plots, mausoleum niches, crypts and memorial spaces. Layout and map sections, locate markers and monuments.
2. Initiate or authorize all official burial/entombment or related documents including quit claim deeds, mausoleum purchase agreements, internments, disinternments and ceremonies.
3. Develop and oversee entombment procedures such as sealing and venting.
4. Schedule funeral services including plot/ niche, crypt verification, site preparation, funeral escort assistance at site and preparation and billing of charges for services
5. Coordinate sale and resale of burial plots, mausoleum niches, crypts and memorial spaces including price quotations and explaining rules and regulations covering available options.
6. Assure sales are recorded on lot cards, deeds are prepared and perpetual care funds identified.
7. Schedule monument installation and lettering services with dealers
8. Prepare necessary business correspondence and provide historical information as requested.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the principles, practices and materials used in parks, grounds and athletic field care and maintenance; parks management and general building trades work. Thorough knowledge of park winter activities including the building, maintenance and operation of skating and hockey rinks. Working knowledge of parks landscaping and horticulture practices and materials, including knowledge of plant diseases and pests and methods to control them. Working knowledge in administering annual operations budgets. Working knowledge of supervisory, affirmative action and related practices, policies and procedures. Knowledge of the practices and procedures of cemetery and mausoleum operations. Knowledge in the areas of fleet equipment management, business administration and office management practices and procedures. Ability to layout, plan, assign and review the work of large numbers of employees over a large geographic area and effectively make and implement recommendations for improvement. Ability to adjust employee grievances and to effectively recommend the adjustment of such grievances. Ability to make decisions rapidly. Ability to interpret and explain park and cemetery policies and procedures and to apply them appropriately to the situation. Ability to maintain records and prepare reports. Ability to hire, train, evaluate, discipline and terminate employees. Ability to establish and maintain

effective working relationships with staff and the general public. Ability to communicate effectively, both orally and in writing. Ability to show empathy and compassion in difficult situations. Ability to maintain adequate attendance.

13. Special tools and equipment required:

N/A

14. Required licenses and/or registration:

Possession of a valid Class B Commercial Driver's License. Possession of or ability to obtain a Wisconsin Pesticide Certification within the first three months of employment and to maintain certification. Certified Park and Recreation Professional preferred, but not required.

15. Physical requirements:

Employees in this classification must be able to physically access and inspect all parks facilities throughout the City. This position requires work outdoors in all types of weather while walking and standing. However, the incumbent will also be expected to perform work at a desk using a computer, telephone, and other traditional office equipment. Finally, the incumbent may be expected to attend a variety of meetings outside normal working hours, including evenings and weekends. Ability to participate in the Parks Manager on Duty program, including responding to phone calls outside of normal work hours.

16. Supervision received (level and type):

General – Park Operations Manager

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

