

CITY OF HARRISONBURG
invites applications for the position of:

Crew Supervisor - Grounds

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$19.93 - \$22.92	\$1,594.40 - \$1,833.60	\$3,454.53 - \$3,972.80	\$41,454.40 - \$47,673.60

OPENING DATE: 06/21/21

CLOSING DATE: Continuous

DESCRIPTION:



Do you want to use your knowledge, skills and abilities to ensure the local community has a safe system of open spaces and public facilities for their enjoyment? If so, the Crew Supervisor - Grounds position may be the right career for you!

The Crew Supervisor - Grounds is a full-time position with benefits and a preferred hiring range of \$19.93 - \$22.92 per hour (equivalent to \$41,454 - \$47,673 annually). The ideal candidate for this position will utilize their leadership skills to perform a variety of duties related to various grounds projects and ensure the team's success.

Supervisor Duties

- Serves as a working supervisor by hiring, managing, training, mentoring, disciplining and evaluating the work of employees in the repair, maintenance or construction a variety of municipal grounds, buildings and facilities;
- Supervises and/or participates in the operation of light to medium equipment: dump trucks, frontend loaders, backhoes, skid loaders, mini excavators, zero turn mowers, walk behind mowers, ventrac mowers, tractors, chainsaws, line trimmers, blowers, and edgers;
- Discusses job requirements with and receives detailed instructions from maintenance manager; assigning and adjusting work assignments/schedules, as needed;
- Performs or assists in performing the more difficult tasks;
- Ensures crews are in conformance with department policy and safety regulations;
- Notifies management of employee concerns or emergency or hazardous conditions in a timely manner;
- Serves as the lead position responding to citizen inquiries and complaints effectively, courteously and tactfully;
- Prepares and maintains service records and budgets for appropriate equipment.

Day-to-Day Operations

- Inspects parks/facilities and other areas and may assign job tasks to other employees related to needed maintenance;
- Develops course of action for needed repairs, researches and anticipating cost estimates and provides estimated manpower and equipment project costs for approval;
- Engages in and leads installation, maintenance and repair of projects and may operate specialized equipment in the performance of the job duties;
- Fabricates, repairs and maintains a variety of building fixtures and equipment consisting of wood, plastic and other materials that are aesthetically pleasing, functional and consistent with City standards for safety and appearance;
- Evaluates condition of park shelters, foundations and roof shingle conditions and recommends and participates in repair/replacement;
- Evaluates conditions of play court surfaces recommending maintenance and repair schedules;
- Performs detailed vehicle/equipment pre-trip inspections and cleans personal items/trash from vehicle after use and ensures staff members follow the same procedures;
- Performs proper handling, spill prevention/response and cleanup procedures for fuels and other pollutants to minimize entry into storm water system and provides guidance/training to other employees;
- Recognizes and resolves sanitation issues, including determining potential hazards and recommending and utilizing decontamination procedures and factors;
- Assists with snow and ice removal.

Physical Requirements: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Minimum Requirements:

- High school diploma or GED and considerable (3-5 years) experience in maintenance, construction or utility work including some supervisory experience, or equivalent combination of education and experience. Supervisory experience is preferred.
- Valid driver's license required. Possession of Commercial Driver's License Class B with Air Brake Endorsement or the ability to obtain within 6 months of hire date.
- Current possession of or the ability to obtain Virginia Pesticide Applicator's License within 12 months of hire date.

The ideal candidate will have:

- General knowledge of municipal construction, maintenance and repair practices;
- General knowledge of turf management;
- Knowledge of welding and metal work;
- Skill in the operation of a variety of construction and maintenance equipment;
- Ability to:
 - Perform general preventive maintenance and repairs to turf equipment;
 - Apply pesticides;
 - Pour concrete pads, sidewalks, footers, and foundations;
 - Assign, prioritize and evaluate the work of others;
 - Prepare simple reports;
 - Establish and maintain effective working relationships with associates and the general public.

Successful applicants for this position will be subject to:

- Alcohol and drug testing as required by the Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA);
- FMCSA Clearinghouse Query;
- DMV record review;
- Job-specific physical;
- Criminal background check.

To Apply: Applications will be accepted on the City's website until a suitable pool of candidates is received. **The first review of applications is expected to begin by June 30, 2021.** This position may close at any time after 10 calendar days. (posted 06/21/2021)

The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5809 - (June 2021)
CREW SUPERVISOR - GROUNDS
CM

OUR OFFICE IS LOCATED AT:
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