

Job Class Profile: Park Maintenance Supervisor (PPC)**Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	3	3	3	3	3	4	4	
Points	187	67	19	14	90	65	62	86	43	633

JOB SUMMARY

The Park Maintenance Supervisor (PPC) performs technical, supervisory work relating to day-to-day aspects of landscape and horticulture operations; greenhouse operation and mechanic's shop at the C.A. Pippy Park Complex.

Key and Periodic Activities

- Prepares and implements daily work schedules and assignments for maintenance staff.
- Inspects job sites to ensure that the work is being completed as scheduled.
- Keeps accurate records of hours worked, equipment and materials used for job costing and payroll purposes.
- Ensures that landscape and grounds maintenance are performed within acceptable design and horticultural standards.
- Prepares requisitions for the acquisition of goods and services necessary for the general maintenance of the Park.
- Supervises the operation and maintenance of Park vehicles and equipment to ensure the safety, efficiency and reliability of vehicles and equipment that are needed in support of the Park maintenance programs.
- Maintains effective liaison with government officials and other public Property Managers within the Park.
- Keeps informed about the latest industry trends and technology with respect to landscape design and horticultural standards.
- Ensures management is kept informed about the current status and any proposed changes to the landscape and grounds maintenance contracts for public properties in the Park; assists with budget preparation.
- Maintains effective working relationships with staff to ensure the highest degree of quality service to customers of the Park with regards to the landscape and grounds maintenance contracts.
- Provides advice (as necessary) to other government departments and agencies, the general public and business community concerning landscaping and horticulture problems.
- Performs snow clearing operations.
- Recommends staff action as required.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Landscape design, maintenance and horticulture operations. — Insecticide, pesticide and herbicide use. — Fertilizer and other chemicals used in landscape maintenance. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: High School Diploma. Valid Driver's License as issued by the Province of Newfoundland and Labrador. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 4 - 5 years related maintenance and operation experience. <p>Competencies:</p> <ul style="list-style-type: none"> — Apply established techniques. — Provide advice to gardeners, labourers, equipment operators and mechanics on how to solve a problem or address an issue. — Repair and operate machinery.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used such as listening, asking questions, providing routine and specialized information and direction to staff involved in Park construction and grounds maintenance work. There is also a requirement to gain the cooperation of others to complete work and solve problems. — Communication occurs with employees within the immediate work area, organization, in other departments/organizations and with supervisors, managers, contractors and suppliers. — Most significant contacts are: Supervisor (to discuss grounds maintenance, work assignments, budget projections and costs); staff (to discuss work assignments and progress); and contractors and other staff working in the Park.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job occasionally result in considerable fatigue, requiring periods of rest. — Work involves supervising landscape and grounds maintenance as well as the operation and maintenance of Park vehicles and equipment. Therefore, standing and walking are regularly required in performing supervisory activities. Driving is occasionally required to commute between various landscape sites, mechanic's shop and office and in the operation of a backhoe and snow clearing equipment. — The use of fine finger/precision work to prepare accurate records of hours worked, equipment and materials used for job costing and payroll purposes.
Concentration
<ul style="list-style-type: none"> — Visual concentration is required when overseeing the grounds maintenance, inspecting job sites and when preparing requisitions for the acquisition of goods and services.

- **Auditory concentration** is experienced when working around noisy machinery such as tractors, lawn mowers, pruning equipment, tillers, etc., and communicating or interacting with staff.
- **Higher than normal level of attentiveness/alertness** is required when working around equipment.
- **Time pressures and deadlines** are experienced when preparing landscape cost estimates, preparing landscape plans for clients and ensuring gardens for special functions are prepared. **Interruptions** and **lack of control over work pace** are experienced when equipment breaks down or if poor weather conditions are experienced.
- **Eye Hand coordination** is required when repairing and operating machinery.
- **Exact results and precision** are required when performing above noted administrative work.

Complexity

- Tasks range from repetitive/well defined to different but related (from preparing daily work schedules and assignments to ensuring management is kept informed about the current status and any proposed changes to grounds maintenance contracts for public properties in the Park).
- The most typical challenge or problem relates to the landscape and horticulture operations, greenhouse operations and the mechanic's shop and may involve coordinating staff work schedules and assignments, overseeing the operation and maintenance of vehicles and equipment and ensuring that grounds maintenance are performed within horticultural standards.
- Required to keep abreast of the latest industry trends and technology with respect to landscape design and horticultural standards.
- Challenges/problems/issues can be addressed by following policies and procedures and discussions with the Supervisor.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed or controlled and subject to review by management through discussions and reports.
- Supervise the day-to-day activities relating to horticulture, construction, maintenance and repair work. Therefore, decisions regarding the allocation of staff, vehicles and equipment and determining priority of work assignments are made on a regular basis.
- Act independently within pre-determined limits and must exercise discretion and judgement when dealing with staff and the general public.

Impact

- Impacts are felt internally within the immediate work area/department/organization as well as externally with clients and the general public.
- Resources affected include finances (ensuring work is carried out within budget); facilities (grounds); equipment, material and human resources and corporate image since landscaping is performed for a variety of public buildings and maintenance of the park is essential as many operations generate revenue.
- The consequences of a mistake or error can impact the above noted people and resources if proper propagation techniques are not applied, resulting in decrease in revenue.

Development and Leadership of Others

- Responsible for ongoing supervision of staff for a small size work group of employees (1 to 4 employees).
- Leadership and development responsibilities include providing on-the-job advice/guidance, direction, feedback, providing input for performance assessments, orientation to new employees, on-the-job training, acting as a technical mentor and delegating/allocating tasks.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment such as hard hats and boots are required.
- There is limited likelihood for injuries or illnesses resulting from hazards given that all safety precautions are followed.
- Travel is required on a regular basis to visit landscape sites and oversee work of staff.
- Exposure to unusual/distracting noise, dirt, dust, glare, fumes, hazardous chemicals, toxic or poisonous substances, wet or slippery surfaces, temperature extremes, sharp objects, heavy equipment/machinery and adverse weather conditions occurs on a regular basis.