



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Wednesday, March 24, 2021

4:00 PM

Webex

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. February 2, 2021

Attachments: [February 2, 2021](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Budget & Grant Supervisor (new)

Attachments: [Budget & Grant Supervisor \(new\)](#)

4A(2) Parks & Grounds Maintenance Supervisor (revised)

Attachments: [Parks & Grounds Maintenance Supervisor \(revised\)](#)

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

Notice: Item 6A contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

Notice: Item 6B Non-Public Review of New Eligible Lists will be distributed to members at the Civil Service Board meeting.

NEXT REGULAR MEETING SCHEDULED - April 6, 2021

ADJOURNMENT



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation@duluthmn.gov

DATE: March 24, 2021
TO: Civil Service Board
FROM: Theresa Severance
Manager, Human Resources, Healthcare and Safety
SUBJECT: New Job Classification of Budget & Grant Supervisor

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF BUDGET & GRANT SUPERVISOR.**

Background Information

In October of 2019, the City created a position of Budget & Grant Analyst in an effort to combine responsibilities of the Budget & Operations Analyst and the Grant Coordinator. Both positions were interrelated in that one position was researching, compiling, and writing grants, while the other position was monitoring, requesting reimbursement, and reporting on grants requiring collaboration between to ensure grant requirements. This combination position created a more efficient and effective way to monitor and provide fiscal analysis of the grants, and allowed departments to be proactive financially in situations when grants are not renewed and may leave a gap in the budget.

As a result of continuous grant funding, including addition of staff to perform duties under those grants, we have determined there is a need for a supervisor level position to oversee the grant-funded staff. By providing a direct supervisor that is familiar with the grants, the City ensures that grants are properly administered and that employees are properly guided in their roles to satisfy the requirements of each grant.

The job classification was discussed with the supervisory union and all are agreeable to the proposed job description.

Outline of Duties

This is a new job description that is being created to support to assist with the overall administration, monitoring, and improvement of the financial, budget, and grant performance of the an assigned department. This classification will also supervise departmental budget and grant-related staff to ensure program requirements are met.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Budget & Grant Supervisor.

BUDGET & GRANT SUPERVISOR

SUMMARY/PURPOSE

This classification will maintain the department-specific knowledge as well as expertise in the Finance Department functions to assist with the overall administration, monitoring, and improvement of the financial, budget, and grant performance of the assigned department. This classification will also analyze departmental operations to evaluate, report on, and suggest efficiency and effectiveness.

DISTINGUISHING FEATURES OF THE CLASS

This classification serves in and functions as the liaison between the assigned department and the Finance Department and provides supervision of assigned staff including but not limited to employees performing grant related activities within their department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collaborate with department directors and managers and Finance Department personnel to develop departmental strategic plans, capital improvement plans, budgets, and financial forecasts.
2. Analyze and interpret financial and quantitative data, build consensus through the presentation and review of data and through solicitation of feedback and input.
3. Survey and continuously monitor needs relative to available funding sources.
4. Compile departmental data to fulfill reporting requirements for the City or external agencies and groups, ensuring the accuracy of information provided; monitor department financial reporting and planning systems to ensure data integrity.
5. Assist in the analysis of month-end and year-end close figures; collaborate and assist Finance personnel and key managers to research and correct any errors.
6. Analyze departmental operations and compare appropriate metrics to benchmarks to evaluate and report on efficiency and effectiveness.
7. Assist and guide departmental personnel to successfully accomplish their finance-related responsibilities to the City and external agencies and groups.
8. Research, compile, write, and submit grant applications.
9. Review and monitor department grants, requisitions, expenditures, and encumbrances for conformance with budget and grant specifications; analyze monthly financial results to determine and report underlying causes for variances between current periods and budget, forecast, and prior periods.
10. Prepare and submit quarterly or annual reports as required by granting agencies.
11. Prepare and submit resolutions as required.
12. Review project status, revenues, and expenditures to ensure proper expenditures are made for grant projects.
13. Resolve issues and conflicts with funding agencies.
14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
15. Manage employee performance and provide training, coaching, and mentoring for employees.
16. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
17. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
18. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
19. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.

20. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
21. Other duties may be assigned.

JOB REQUIREMENTS

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, skills, and abilities required.

1. Education & Experience Requirements
 - A. A four-year bachelor's degree in accounting, finance, business administration, or a related field and two (2) years full-time experience; OR
 - B. A four-year bachelor's degree plus at least four (4) years of full-time experience in financial planning, budgeting, reporting, or business analysis; OR
 - C. An associate's degree in accounting plus at least five (5) years of full-time experience as stated above; OR
 - D. A combination of related education and experience equaling seven (7) years.
 - E. Two (2) years of qualifying experience in a lead or supervisory capacity.
2. Knowledge Requirements
 - A. Knowledge of the operation of automated accounting and budgetary recordkeeping systems.
 - B. Knowledge of budgetary and financial recordkeeping methods and practices.
 - C. Knowledge of general accounting principles and procedures.
 - D. Knowledge of the methods and techniques used in statistical and fiscal analysis.
 - E. Knowledge of pertinent local, state, and federal laws and City policies, rules, and regulations.
 - F. Knowledge of the principles of process improvement.
 - G. Knowledge of effective research principles and methods.
 - H. Knowledge of grant application process.
 - I. Knowledge of grant writing and reporting principles and techniques.
 - J. Knowledge of effective leadership and personnel practices.
3. Skill Requirements
 - A. Skill in operating a personal computer and software applications, including word processing, database analytical tools, spreadsheet, and presentation software to effectively produce complex, professional reports, charts, presentations, documents, and other products.
 - B. Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
 - C. Skill in understanding the implications of new information for both current and future problem-solving and decision-making.
 - D. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - E. Skill in communicating effectively, both orally and in writing.
 - F. Strong analytical and critical thinking skills, with ability to challenge and research factors behind the financials.
4. Ability Requirements
 - A. Ability to work independently, meet deadlines, work under pressure, and handle changing priorities.
 - B. Ability to make calculations and data entries with a high degree of accuracy and to be detail-oriented.
 - C. Ability to create and maintain a positive working environment that welcomes diversity,

- ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - D. Ability to establish and maintain effective working relationships with administrators, staff, funding organizations and community groups.
 - E. Ability to provide customer service in a collaborative, consultative, and positive manner.
 - F. Ability to evaluate operations and make budget and operational recommendations based on findings.
 - G. Ability to develop recordkeeping systems and to maintain records.
 - H. Ability to read, apply and explain rules, regulations, policies, and procedures.
 - I. Ability to take initiative and to utilize innovative techniques in preparing grant applications.
 - J. Ability to plan, prioritize, and coordinate multiple projects.
 - K. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - L. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - M. Ability to maintain confidential information.
 - N. Ability to use good judgment in decision-making.
 - O. Exhibits leadership qualities of dependability and accountability.
5. Physical Ability Requirements
- A. Ability to sit for extended periods of time.
 - B. Ability to occasionally lift and carry items weighing up to 10 pounds.
 - C. Visual acuity to prepare and analyze data and figures.
 - D. Manual dexterity to use keyboard and calculator.
 - E. Ability to talk and hear to obtain and provide information.
 - F. Ability to attend work on a regular basis.

HR: TS	Union: Supervisory	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:



Human Resources

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 hrinformation@duluthmn.gov

DATE: March 24, 2021
TO: Civil Service Board
FROM: Theresa Severance
Manager, Human Resources, Healthcare and Safety
SUBJECT: Revised Job Classification of Parks & Grounds Maintenance Supervisor

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PARKS & GROUNDS MAINTENANCE SUPERVISOR.**

Background Information

Over the last several years, the Property & Facilities Maintenance Division has been given additional duties and responsibilities as a result of park referendums, capital construction project approvals, and added focus on building maintenance and safety since the COVID-19 pandemic.

As a result of these additional duties and expectations, the Division has been reviewing its leadership positions to ensure that there is parity across the primary supervisors and that the Division has sufficient depth of knowledge and skill to support each of their teams. The revision of the Parks & Grounds Maintenance Supervisor comes before the others due to a pending retirement of the incumbent. The job description has been updated to reflect the most current needs of the position and better aligns the duties with what is expected of other supervisors.

The job classification was discussed with the supervisory union and all are agreeable to the proposed job description.

Outline of Duties

This classification is responsible for overall coordination, supervision, planning, operation, and routine capital maintenance in City parks and/or on City property. The Parks & Grounds Maintenance Supervisor will supervise parks maintenance staff, and will act as a project manager to provide technical expertise and guidance on key City parks projects and will exercise independent judgment and discretion in carrying out professional project, maintenance, and operational decision.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Parks & Grounds Maintenance Supervisor.

PARKS & GROUNDS MAINTENANCE SUPERVISOR

SUMMARY/PURPOSE

Under the general direction and supervision of the Property & Facilities Manager, the Parks & Grounds Maintenance Supervisor will be responsible for overall coordination, supervision, planning, operation, and routine capital maintenance in City parks and/or on City property. The Parks & Grounds Maintenance Supervisor will supervise park maintenance staff and will act as a project manager to provide technical expertise and guidance on key City parks projects, and will exercise independent judgment and discretion in carrying out professional project, maintenance, and operational decision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Research, design, and direct the implementation of landscape and park amenity maintenance and capital improvement plans/programs in City parks and/or on City property.
2. Consult and collaborate with stakeholders and consultants to gather information, perform financial analysis, and develop routine and capital maintenance plans that adhere to accepted park amenity and landscaping principles and code compliance standards.
3. Direct the determination of maintenance and capital maintenance projects' scope, budget and methodology, the preparation of bid specifications with consultants/contractors, review bid proposals, and participate in the selection of consultants/contractors.
4. Assist in negotiation of contract terms with consultants/contractors.
5. Inspect the work done by City maintenance staff, consultants, contractors, and vendors for conformance to specifications, and make adjustments as necessary.
6. Review consultant reports, lab analysis results, regulatory guidelines, and other technical material to guide the implementation of best practice routine and capital maintenance efforts.
7. Plan, direct, and monitor a comprehensive City sidewalk snow removal program.
8. Identify funding sources and develop, monitor, and administer general maintenance and capital project budgets for the division.
9. Support the Division Manager in the development of capital maintenance plans, implementation, routine maintenance and utilization of the asset management system, and development of reports as necessary to disseminate key facility issues to City Administration.
10. Research and keep abreast of current park and landscape maintenance practices, construction management practices, landscape architectural techniques, materials, trends, technologies, and methods; act as a technical City resource for the overall development, implementation, and quality control of park infrastructure planning and construction projects.
11. In the absence of the Manager, and as requested, act in the capacity of Property & Facilities Manager to ensure seamless operation of the Property & Facilities Management and Park Maintenance Divisions.
12. Manage employee performance and provide coaching, mentoring, and on-going training for emerging parks maintenance methods, trends, technologies, and safe work practices for employees.
13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
14. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
15. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
16. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
17. Monitor worksites to ensure compliance with established methods, guidelines, standards, and procedures.
18. Delegate authority and responsibilities to others as needed.

19. Present maintenance and capital maintenance information and reports to administrators, City Staff, City Council, Planning Commission, regulatory agencies, and others as necessary.
20. Provide assistance to various community groups as necessary and respond to citizen inquiries, requests, and complaints.
21. Plan, direct, and monitor a comprehensive urban forestry program for all City-owned property.
22. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree in Landscape Architecture, Construction Management, Project Management, Parks & Recreation, Public Administration, or a related professional field, and three years of related professional experience; OR a minimum of eight years of education and/or verifiable professional parks and/or grounds maintenance experience; AND
 - B. Two years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Ability to obtain a Pesticide Applicator's license within one year of hire date.
3. Knowledge Requirements
 - A. Basic knowledge of accepted public administration, personnel, supervisory, and budgetary principles and practices.
 - B. Basic knowledge of project analysis, planning, implementation, and evaluation principles and practices.
 - C. Knowledge of the methods, materials, and equipment used in the maintenance and construction of recreational grounds, including parks, fields, gardens, trails, etc.
 - D. Knowledge of horticultural processes and practices related to turf, garden, and tree maintenance.
 - E. Knowledge of the methods, materials, and equipment used in janitorial work.
 - F. Knowledge of effective supervisory practices.
 - G. Knowledge of budgeting methods, principles, and practices.
 - H. Knowledge of labor relations and labor agreements.
 - I. Knowledge of local, state, federal laws, and regulations related to Division programs and activities.
 - J. Knowledge of all applicable safety and operational laws and regulations.
4. Skill Requirements
 - A. Skill in supervising personnel.
 - B. Skill in developing, organizing, and presenting ideas and recommendations clearly and concisely in both written and oral communication before groups and with individuals.
 - C. Skill in maintenance and capital maintenance project planning, implementation, management, and evaluation.
 - D. Skill in performing duties related to gardening, forestry, construction, turf management, snow removal, snow grooming, and other general parks and grounds maintenance practices.
 - E. Skill in managing and tracking multiple works groups, maintenance activities and projects concurrently.
 - F. Skill in working cooperatively with governmental agencies, architects, engineers, consultants, contractors, attorneys, planners, staff, and other professionals.

- G. Skill in the operation of personal computers and associated software, including word processing, database, spreadsheet, AutoCAD, Adobe, project management software, work order systems, and asset management software.
- H. Skill in negotiating and administering contracts.

5. Ability Requirements

- A. Ability to set performance standards and goals.
- B. Ability to supervise assigned personnel while creating and maintaining a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- C. Ability to handle disciplinary and/or grievance issues and concerns.
- D. Ability to establish and maintain effective working relationships with supervisors, employees, community organizations, media, and the public.
- E. Ability to evaluate and analyze operations and procedures.
- F. Ability to monitor operations, maintain accurate records, and prepare required reports.
- G. Ability to estimate project costs and evaluate cost effectiveness of operations.
- H. Ability to plan, coordinate, and evaluate projects and maintenance activities.
- I. Ability to investigate new products or contracted services, collect bids, and make price comparisons.
- J. Ability to use computer applications including word processors, spreadsheets, and work order and asset management systems.
- K. Ability to problem solve.
- L. Ability to read and interpret blueprints, schematics, and technical manuals.
- M. Ability to perform mathematical calculations for budgetary purposes and estimate the cost of materials.

6. Physical Ability Requirements

- A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
- B. Ability to work outdoors in a variety of weather conditions.
- C. Ability to occasionally stoop, kneel, crawl, and work in high places, in order to inspect new or existing construction.
- D. Ability to occasionally lift and carry equipment and supplies weighing up to 50 pounds.
- E. Ability to occasionally work in dusty and/or dirty conditions.
- F. Ability to inspect buildings, premises, and other structures to determine maintenance/repair needs.
- G. Ability to attend work on a regular basis.

HR: TS	Union: Supervisory	EEOC: Skilled Craft Workers	CSB:	Class No: 1719
WC:	Pay:	EEOF:	CC:	Resolution:
<i>Title change from Building & Grounds Maintenance Supervisor (02/22/2016; 16-0112R)</i>				

PARKS & GROUNDS MAINTENANCE SUPERVISOR

SUMMARY/PURPOSE

To ensure that City-owned buildings, parks, grounds, gardens, trails, fields and their related amenities, are maintained in a safe and sanitary manner, and provide management of the Urban Forestry Program.

Under the general direction and supervision of the Property & Facilities Manager, the Parks and Grounds Maintenance Supervisor will be responsible for overall coordination, supervision, planning, operation, and routine capital maintenance in City parks and/or on City property. The Parks and Grounds Maintenance Supervisor will supervise parks maintenance staff, and will act as a project manager to provide technical expertise and guidance on key City parks projects and will exercise independent judgment and discretion in carrying out professional project, maintenance and operational decision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Research and design, and direct the implementation of landscape plans.
2. Plan and coordinate construction and park amenity maintenance within assigned and capital improvement plans/programs.
- 3.1. Conduct regular inspections of buildings, in City parks, grounds, City-owned trees, gardens, trails, fields, parking lots and their related amenities for compliance with maintenance standards, and arrange for necessary work to be completed/or on City property.
4. Coordinate the sidewalk snow removal enforcement plan by performing inspections, contacting residences/businesses out of compliance, and contracting and billing for snow removal work as necessary to enforce City ordinances.
5. Assist with division budget planning to determine short and long range goals and objectives within budgetary constraints.
6. Order supplies and materials necessary to complete required work.
7. Maintain required records and prepare reports as necessary.
8. Determine priorities, assign work and projects, coordinate work schedules, and supervise of personnel to ensure completion of work.
2. Effectively recommend Consult and collaborate with stakeholders and consultants to gather information, perform financial analysis, and develop routine and capital maintenance plans that adhere to accepted park amenity and landscaping principles and code compliance standards.
3. Direct the determination of maintenance and capital maintenance projects' scope, budget and methodology, the preparation of bid specifications with consultants/contractors, review bid proposals and participate in the selection of consultants/contractors.
4. Assist in negotiation of contract terms with consultants/contractors.
5. Inspect the work done by City maintenance staff, consultants, contractors and vendors for conformance to specifications, and make adjustments as necessary.
6. Review consultant reports, lab analysis results, regulatory guidelines, and other technical material to guide the implementation of best practice routine and capital maintenance efforts.
7. Plan, direct, and monitor a comprehensive City sidewalk snow removal program.
8. Identify funding sources and develop, monitor and administer general maintenance and capital project budgets for the division
9. Support the Division Manager in the development of capital maintenance plans, implementation, routine maintenance and utilization of the asset management system, and development of reports as necessary to disseminate key facility issues to City Administration.
10. Research and keep abreast of current park and landscape maintenance practices, construction management practices, landscape architectural techniques, materials, trends, technologies and methods; and act as a technical City resource for the overall development, implementation, and

- quality control of park infrastructure planning and construction projects.
11. In the absence of the Manager, and as requested, act in the capacity of Property and Facilities Manager to ensure seamless operation of the Property and Facilities Management and Parks Maintenance Divisions.
 12. Manage employee performance and provide coaching, mentoring, and on-going training for emerging parks maintenance methods, trends, technologies, and safe work practices for employees.
 13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
 14. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
 - ~~9.~~15. Recommend the hire, transfer, assignment, promotion, ~~reward~~ employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
 - ~~10.~~ Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.
 - ~~11.~~ Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
 16. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization
 - ~~12.~~17. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
 - ~~13.~~ Effectively recommend adjustments or other actions in employee grievances.
 - ~~14.~~18. Delegate authority and responsibilities to others as needed.
 - ~~15.~~ Disseminate instructions Present maintenance and capital maintenance information to employees through oral and written communications.
 - ~~16.~~19. Attend reports to administrators, City Staff, City Council, Planning Commission, regulatory agencies, and related community meetings as assigned others as necessary
 - ~~17.~~ Provide assistance to various community groups as necessary.
 - ~~18.~~20. Respond and respond to customer/citizen inquiries, requests, and complaints.
 - ~~19.~~ Operate equipment and perform maintenance tasks when necessary.
 - ~~20.~~ Develop and implement Building, Grounds, and Urban Forestry maintenance programs.
 21. Plan, direct, and monitor a comprehensive urban forestry program for all City owned property.
 - ~~24.~~22. Perform other related duties as assigned.

JOB REQUIREMENTS

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, skills, and abilities required.

1. Education & Experience Requirements
 - A. Education Bachelor's Degree in Landscape Architecture, Construction Management, Project Management, Parks & Recreation, Public Administration or a related professional field and three years of related professional experience, OR; A minimum of eight years of education and/or verifiable ~~experience equivalent to a four year horticulture degree plus two years of building professional parks~~ and/or grounds maintenance experience, including at least two ~~AND;~~
 - A-B. Two years of experience must be in a ~~lead capacity or supervisory level; or verifiable, satisfactory work experience in a /lead~~ position of similar complexity and level of responsibility.
2. License Requirements

- A. Possess and maintain a valid Minnesota Class ~~BD~~ Driver's License.
 - ~~B.~~ Ability to obtain a Pesticide Applicator's license within one year of hire date.
 - ~~B.~~
3. Knowledge Requirements
- A. Basic knowledge of accepted public administration, personnel, supervisory, and budgetary principles and practices.
 - B. Basic knowledge of project analysis, planning, implementation, and evaluation principles and practices.
 - C. Knowledge of the methods, materials, and equipment used in the maintenance and construction of recreational grounds, including parks, fields, gardens, trails, etc.
 - D. Knowledge of horticultural processes and practices related to turf, garden, and tree maintenance.
 - E. Knowledge of the methods, materials, and equipment used in janitorial work.
 - F. Knowledge of effective supervisory practices.
 - G. Knowledge of budgeting methods, principles, and practices.
 - H. Knowledge of labor relations and labor agreements.
 - I. Knowledge of local, state, federal laws, and regulations related to Division programs and activities.
 - J. Knowledge of all applicable safety and operational laws and regulations.
4. Skill Requirements
- A. Skill in supervising personnel.
 - B. Skill in developing, organizing, and presenting ideas and recommendations clearly and concisely in both written and oral communication before groups and with individuals.
 - C. Skill in ~~landscape design and construction and~~ maintenance work and capital maintenance project planning, implementation, management, and evaluation.
 - ~~D.~~ Skill in custodial work.
 - ~~D.~~ Skill in performing duties related to gardening, forestry, construction, turf management, snow removal, snow grooming, and other general parks and grounds maintenance practices.
 - ~~E.~~ Skill in directing and supervising managing and tracking multiple works groups, maintenance activities and projects concurrently.
 - ~~F.~~ Skill in working cooperatively with governmental agencies, architects, engineers, consultants, contractors, attorneys, planners, staff, and other professionals.
 - ~~G.~~ Skill in the work operation of others personal computers and associated software, including word processing, database, spreadsheet, AutoCAD, Adobe, project management software, work order systems, and asset management software.
 - ~~E-H.~~ Skill in negotiating and administering contracts.
5. Ability Requirements
- A. Ability to set performance standards and goals.
 - ~~B.~~ Ability to direct and supervise work, delegate work assignments, and motivate subordinates.
 - ~~B.~~ Ability to supervise assigned personnel while creating and maintaining a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - ~~C.~~ Ability to handle disciplinary and/or grievance issues and concerns.
 - ~~C-D.~~ Ability to establish and maintain effective working relationships with supervisors, employees, community organizations, media, and the ~~general~~ public.

- ~~D-E.~~ Ability to evaluate and analyze operations and procedures.
- F. Ability to monitor operations, maintain accurate records, and prepare required reports.
- G. Ability to estimate project costs and evaluate cost effectiveness of operations.
- H. Ability to plan, coordinate, and evaluate projects and maintenance activities.
- I. Ability to investigate new products or contracted services, collect bids, and make price comparisons.
- J. Ability to use computer applications including word processors, spreadsheets, and work order, and asset management systems.
- K. Ability to problem solve.
- ~~E-L.~~ Ability to read and interpret ~~plans and specifications related to the development and maintenance of buildings, grounds, and parks.~~ blueprints, schematics, and technical manuals
- ~~F-A.~~ Ability to inspect buildings, premises, and other structures to determine maintenance/repair needs.
- ~~G-M.~~ Ability to perform ~~basic~~ mathematical calculations for budgetary purposes and estimate the cost of materials.

6. Physical Ability Requirements

- A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
- ~~A-B.~~ Ability to work outdoors in a variety of weather conditions.
- C. Ability to occasionally stoop, kneel, crawl, and work in high places, in order to inspect new or existing construction.
- ~~B-D.~~ Ability to occasionally lift and carry equipment and supplies weighing up to 50 pounds.
- ~~C-N.~~ Ability to occasionally work in dusty and/or dirty conditions.
- ~~O.~~ Ability to inspect buildings, premises, and other structures to determine maintenance/repair needs.
- ~~D-E.~~ Ability to attend work on a regular basis.

HR: TS	Union: Supervisory	EEOC: Skilled Craft	CSB: 01/05/2016	Class No: 1719
WC: 9015	Pay: 4075-4090	EEOF: Admin/Finance	CC: 02/22/2016	Resolution: 46-0112R
Title change from Building & Grounds Maintenance Supervisor 02/22/2016				