

**Parks, and Facilities Supervisor –  
DEPARTMENT OF PUBLIC WORKS & UTILITIES  
VILLAGE OF WATERFORD REGULAR FULL TIME, EXEMPT**

The Parks and Facilities Supervisor performs skilled and semi-skilled work in a variety of parks, streets and facilities maintenance duties under the supervision of the Village Administrator. The position is dedicated to the operations in the Department of Public Works, Parks, Streets and Facilities Division.

**Essential Duties**

Maintain open and effective communications with Administrator, employees and the general public. Assist in the daily operations of the Village.

**OPERATIONS**

- Perform repair and maintenance of Village Parks and Building Facilities.
- Observe variations in seasonal conditions and prepare parks and building facilities for differing seasonal conditions and celebrations.

• Perform routine maintenance functions and custodial duties of all Village facilities.

Maintain electrical controls and make repairs as able; notify the Administrator of any other major repairs needed. Work in a safe, proficient manner and report and repair safety hazards as they occur. Perform park maintenance and repairs including tree trimming, lawn maintenance, usage of fertilizers and herbicides as appropriate, setting up various seasonal decorations, setting up for various festivals, celebrations and events. Notify Supervisor of equipment and property damage. Regularly inspect Buildings and Grounds. Clean, repair and maintain real assets and equipment as needed. Maintain records and maintenance data and help prepare operation reports.

- All DPW employees play some role in snow removal, salting and street maintenance as operations, weather and storm conditions warrant.

-Hire, Supervise, and if warranted, terminate seasonal employees in performance of Parks, Streets and Facilities maintenance.

-Coordinate with Business Association, Non-Profit Organizations, Event Organizers and other community stakeholders to deliver excellence in services by ensuring that Village Parks and Facilities are in top condition for use by the public.

**Operates a variety** of equipment including trucks, backhoe, tractors, loaders, compactor, compressors, rollers, snowplow equipment/vehicles and a variety of power and hand tools. Monitors equipment-operating condition. Repair and maintain trucks and equipment. Any other related duties as assigned.

## **Experience & Certifications**

High School Diploma or general education degree (G.E.D.). Experience in a municipal public works department or construction experience in the position of equipment operator or laborer is a plus.

Valid Wisconsin Commercial Driver's License, minimum Class B. Or obtain CDL within 6 months of hire. Loss of license may be cause for termination.

Knowledge of the methods, materials, equipment and tools used in the repair and maintenance of water and sewer lines and facilities, Basic working knowledge of water and sewer utility functions and underground utility construction.

Ability to learn operation of water and sewer system and equipment, maintain and evaluate records.

Employee is required to reside or establish residency within 30 minutes of the Village limits within 6 months of employment.

## **Essential Knowledge, Skills & Abilities**

Ability to prioritize job tasks within an organizational framework and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives..

Ability to effectively use time and resources to accomplish activities. Ability to interpret the application of policies, procedures and standards to specific situations. Ability to follow standard safety practices and procedures..

Ability to prepare, organize and maintain field and office data, reports, systems. Ability to work independently.

Ability to communicate with a diverse range of people, establish and maintain cooperative relationships with employees as a team player and citizens contacted in the course of work. The knowledge of basic math functions and basic knowledge of blueprint reading will be required.

## **Physical Demands**

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, surveying instruments, telephone and two-way radio. Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and adjustments, such as loaders, rollers, backhoe, trucks, compressors, compactors, transit/level, chain saws, chipper, concrete finishing tools, hand excavation tools and mechanic's tools. Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as operating motor vehicles. Ability to exert moderate to heavy physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration. Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and tasks. The employee must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move more than one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception, and the ability to adjust focus. Ability to work regularly in all outside weather conditions in field settings, construction sites or public works facilities. Ability to frequently work near moving mechanical parts and be exposed to humid conditions and vibrations. Physical ability and fitness to perform duties of the position. Ability to wear an SAR (supplied air respirator) and work in confined spaces while performing physically demanding tasks may be required.

## **Conditions of Employment**

This position is subject to the terms and conditions of the Village of Waterford Personnel Manual and Teamster Local No. 43 Union Agreement, as may be amended, and is classified as a regular full time, exempt employee. The current normal work hours are Monday through Thursday 7:00 a.m. to 4:30 p.m. and Friday, 7:00 a.m. to 11 a.m.; however, must be available for emergency needs after normal working hours. Schedule may vary with the seasons and work load. All hours are subject to change based on the needs of the Department. The position is required to obtain the licenses and certifications required by the Department within two years of the date of hire. Failure to obtain the need certification will result in termination. This position is classified as an

emergency responder and requires residency within 30 minutes of the Village limits. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer with consent of the union as the needs of the employer and requirements of the job change. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Pay DOQ. Fringe Benefits include: Participation in Wisconsin Retirement System, Health, Dental, and Vision insurance benefits, as well as 11 paid holidays, 3 weeks vacation, and 12 sick days per year. Cell phone reimbursement (\$600/year), clothing and shoes reimbursement (\$500/year) and paid training is available.

Applications are available at [www.waterfordwi.org](http://www.waterfordwi.org), and should be submitted to [klindbloom@waterfordwi.org](mailto:klindbloom@waterfordwi.org).

The Village of Waterford is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.