

Career Service Authority
Mountain Parks Operation Supervisor

Revised Date
Revised By ShirleyNikkel
FLSA Code Non-Exempt
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General Statement of Duties

Performs field supervision, organizing and directing projects and manpower for mountain parks systems including performing construction, repair, and maintenance work.

Job Responsibilities and Knowledge, Skill, and Ability Requirements

1. Plans, schedules, coordinate, and assign work and establish goals and priorities for subordinate employees.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
2. Performs field supervision maintaining roads, culverts, fences, buildings, parks and park picnic sites, reservations sites, water wells, chlorination and filter systems, septic systems, animal care, signs and barricades, trails, forests, and museum.
 - *Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems.*
3. Reviews work upon completion for adherence to guidelines and standards.
 - *Skill in reviewing work for accuracy and completeness.*
4. Resolves problems encountered by employees during the course of the assignment.
 - *Skill in analyzing and resolving problems related to the work assignment.*
5. Inspects facilities and equipment to determine installation, maintenance and repair needs.
 - *Knowledge of construction sufficient to be able to determine the maintenance, repair and installation needs.*
6. *Estimates materials, labor and equipment costs.*

- *Skill in estimating costs relative to the work assignment.*
7. Develops long range management and capital improvement plans (CIP) for varied systems.
- *Skill in exercising initiative, judgment, and decision making in solving problems and meeting the objectives of the unit or project.*
8. Performs skilled rough and finished carpentry work.
- *Knowledge of safety hazards and necessary safety precautions for self and others sufficient to be able to establish a safe work environment.*
 - *Skill in using hand and power tools and equipment common to the construction trade.*
9. Implements safety standards and develops procedures to ensure compliance.
- *Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.*
10. Assists in the development of departmental budgets.
- *Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.*
11. Assists in developing the performance evaluation program for functions within the unit, monitors and documents employee performance, provides on going feedback regarding levels of performance, and assist in evaluating employees in relation to performance.
- *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
12. Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.
- *Skill in applying the principles of staff development to provide staff training and cross training.*
13. Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

- *Skill in developing and implementing policies and procedures related to the work assignment.*

14. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

Performs field supervision over two or more employees.

Guidance and Decision Making

Guidelines are generally in the form of stated objectives for the unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the unit or project. Employee is responsible for coordinating and supervising several tasks in which several phases may be in progress at once. Duties performed involve weighing and evaluating many factors requiring judgment, analytical ability, and problem solving. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

Physical Demands

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Feeling: perceiving attributes of objectives by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Physical Strength	Lifting: raising or lowering an object 10-25 pounds.
Vision Requirements	Near Acuity: ability to see clearly at 20 inches or less. Depth Perception: ability to judge distances and space relationships. Field of Vision: ability to see peripherally. Accommodation: ability to adjust vision to bring objects into focus.
Mental Demands	Oral Comprehension Spatial Orientation Written Comprehension
Environmental Conditions	Temperature Changes: variations in temperature from hot to cold. Noise: sufficient to cause distraction or possible hearing loss. Hazards: conditions where there is danger to life, body, and/or health. Atmospheric Conditions: conditions that affect the skin or respiratory system. Exposed to hazards from electro/mechanical/power equipment.
Working Conditions	Subject to bumps and cuts Subject to injury from moving parts of equipment Subject to varying and unpredictable situations.
Minimum Education	Graduation from high school or possession of a GED Certificate required, supplemented by completion of courses or training programs in Report Writing, Performance Evaluation, Discipline and Career Service Authority Rules.
Minimum Experience	Three years of experience as a member of a crew performing a wide variety of construction, maintenance, and repair work.
Equivalency	A combination of appropriate education and experience may be substituted for the minimum education and experience requirements except there will be no substitution for the specific course requirements.
Licensure and Certification	Completion of a Career Service Authority supervisory training course prior to completion of the probationary period. Possession of a valid Colorado Commercial "A" Driver's License with appropriate endorsements at the time of application.