



POSITION DESCRIPTION

Position Title: Site Development Supervisor

Department: 3900

Supervisor: Director of Park Operations

Job Content:

1. Position Summary:
(Overall purpose of this position)
 - Serve as a lead equipment operator and manager involved with the coordination and implementation of all in-house site development projects.

2. Essential duties and responsibilities which must be performed in order to carry out the position purpose summarized above:
(The following description is a general representation of the key duties and responsibilities of this position. Other duties may be assigned, as required.)
 - A. Operate and oversee the operation of heavy equipment used for earthwork and park development projects including but not limited to bulldozers, excavators, tractors, skid-steer loaders, roller/compactors.
 - B. Perform earthwork for park site development projects included but not limited to the layout and development of trails (including upgrades), the installation of parking lots and roadways, installation of underground utilities, and installation of drainage structures. Ability to construct ponds and wetlands.
 - C. Assist with design and layout of in-house site improvement projects; supervise or implement execution.
 - D. Transport heavy equipment and materials assuring compliance with all related regulations necessary to perform this task.
 - E. Ability to hire, train and manage employees on all department responsibilities.
 - F. Procure materials. Includes estimating material quantities and procuring materials following Park purchasing procedures as well as scheduling delivery of materials on a timely basis.
 - G. Ensure compliance on all safety regulations and ensure employees are properly trained. Complete and assign on-going trainings as required.
 - H. Assure regulatory compliance for activities related to excavation and earthwork.
 - I. Supervise outside contractors, as required.

- J. Manage preventative maintenance program for heavy equipment; make basic repairs; determine need for outside service/repair.
- K. Maintain inventory of tools, equipment and materials.
- L. Prepare comprehensive project report at the conclusion of each project.
- M. Direct and manage staff, select, train, and coach to assure performance, high morale and professional growth.
- N. Serve as a member of the Natural Resource Department team, providing assistance as needed.
- O. All other duties as assigned by management.

Qualifications:

- 3A. Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications:
(To perform this position 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)
- Demonstrated ability to operate various heavy equipment. Knowledge of small engines and maintenance tasks.
 - Class A Commercial Driver License required. Must be insurable on Agency's policy,
 - Demonstrated mechanical skills.
 - Ability to read and interpret blueprints, laser levels and transits.
 - Knowledge of materials used in earthwork and site development included but not limited to various gravels & aggregates, geotextiles, and drainage materials.
 - Ability to estimate material quantities needed for various projects.
 - Ability to determine slopes, grades, and levels of compaction.
 - Demonstrated understanding of Natural Resources Management principles and techniques.
 - Excellent customer service skills.
 - In-depth interpersonal skills: ability to effectively deal with all organizational levels.

- In-depth problem solving and troubleshooting skills.
- Understanding of wetland creations, water management, and construction techniques normally associated park developments.
- Excavation Safety Competent Person Certification or related certification preferred.

3B. Essential Physical Demands and Working Environment:

(The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl, taste or smell. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces.

3C. Previous experience that is *necessary* background to qualify for this position:

- Seasoned level of experience in site development and trail construction.