

**ARAPAHOE COUNTY**

ARAPAHOE COUNTY
Department of Human Resources
5334 S. Prince Street
Littleton, CO 80120

<http://agency.governmentjobs.com/arapahoe/default.cfm>

Invites Applications for the Position of:

OPERATIONS SUPERVISOR – OPEN SPACE, PARKS, TRAILS

An Equal Opportunity Employer

SALARY

\$33.90 - \$50.86 Hourly

DEADLINE

Continuous

DESCRIPTION

This is a working supervisor position that schedules and performs a variety of skilled and semi-skilled work in the operations, maintenance and stewardship of Arapahoe County open spaces, heritage/agricultural areas, parks, and trails/trailheads.

DUTIES

- Supervises and leads field staff, temporary staff, contractors, and volunteers associated with the operations, maintenance, public use and stewardship of County open spaces, heritage/agricultural areas, parks, and trails/trailheads.
- Supervises and mentors the assigned personnel and recommends the hiring, promotion, evaluation, training, and termination of assigned employees.
- Plans and coordinates annual field operations, maintenance, and stewardship activities. Implements staff work schedules, site improvements, contractor services, budgets, and equipment requests.
- Leads and participates in the monitoring, inspection, operations and maintenance of County open spaces, heritage/agricultural areas, parks, trails/trailheads, and associated amenities to meet established quality and safety standards.
- Maintains records and information associated with opens spaces, heritage/agricultural areas, parks, and trails/trailheads to support maintenance standards. Provides recommendations for public safety, annual operational planning, and capital improvements.
- Operates a computerized maintenance management work order system, centrally controlled irrigation system, geographic information system, and other technologies to support work scheduling, site operations, maintenance/stewardship activities, and asset management.
- Coordinates and participates in site improvements projects and associated project management assigned by the Operations Manager.

- Oversees and performs a variety of duties in the stewardship of rangelands, agricultural and riparian areas. Ensures compliance with local, state, and federal regulations.
- Oversees and performs a variety of duties in the maintenance and cultural practices associated with irrigated turf, trees, and landscaped areas. Reviews and interprets landscape and irrigation plans.
- Oversees and performs a variety of duties in the maintenance and operation of County trails, trailheads, and a County historic site. Supports visitor, volunteer, and recreation management practices to create quality visitor experiences.
- Coordinates and supports the removal of debris and snow from parks, trailheads, parking lots, trails, and sidewalks using sweeping and snow removal equipment. Supports County level snow removal and emergency management operations when necessary.
- Supports the operations and logistics associated with special events occurring at the 17 Mile House Farm Park, the Fairgrounds Event Center, or through Departmental partnerships.

Skills, Abilities and Competencies:

- Proven ability to oversee high performing teams by establishing clear directions; distributing workload appropriately; lays out work in a well-planned and organized manner; maintains two-way dialogue with team members regarding their work and associated results; brings together staff in a team approach while bringing out the best in people.
- Works effectively with teams/work groups (e.xg. volunteers, staff, peers, managers and County partners) to accomplish organizational goals; taking actions that respects the needs and contributions of others; contributing to and accepting team consensus and decisions.
- Sets high goals or standards of performance for self, other employees, contractors and the organization; dissatisfaction with average performance; self-imposing standards of excellence rather than having standards imposed by others.
- Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- Dedicated to meeting the expectations and requirements of internal and external customers; acts with citizen focus in mind; establishes and maintains effective relationships with external customers/citizens.
- Thorough technical knowledge of principles, practices and equipment for the operations, maintenance, and improvement of public facilities. Ability to conduct and document routine inspections of facilities, HVAC systems and rental equipment utilizing automated technologies.

Behavioral Competencies (these are required for all positions at ACG):

Accountability

Accessibility

Inclusivity

Integrity

REQUIREMENTS

Education and Experience:

- Associate or technical vocational degree
- Four (4) years of open space, parks, landscape, agriculture, or trails experience.
- Coordination of maintenance and operations staff work activities is desired.
- Any equivalent combination of education and work experience that satisfy the requirements of the job will be considered.

Preferred Education and Experience:

- Bachelor's Degree in natural resource management, parks/recreation, agriculture, environmental science, or related field.
- Certification or technical training in natural areas, parks/recreation, agriculture, or landscape management from industry trade organization(s).
- Qualified Supervisors Pesticide License from the Colorado Department of Agriculture.
- Advanced experience, training and certifications in functional areas associated in the operations and maintenance of open spaces, parks, landscapes, agricultural areas, and trails highly desirable.
- Supervisory lead experience with natural areas, agricultural areas, and/or grounds maintenance.

SUPPLEMENTAL INFORMATION

Pre-Employment Additional Requirements:

- Must successfully pass pre-employment testing which includes an acceptable motor vehicle record (MVR) and background check.
- Possession of a valid Class "R" Colorado Driver's License or the ability to obtain one within two weeks of appointment.

Post-Employment Requirements:

- Possession of, or the ability to obtain within two (2) months of employment, a valid First Aid/CPR certificate.
- Possession of, or the ability to obtain within one (1) year of employment a Colorado Class A.
- Commercial Driver's License.
- Possession of, or the ability to obtain within six (6) months of employment a Certified Playground Safety Inspector Certification from the National Recreation and Park Association.
- Possession of, or the ability to obtain within six (6) months of employment, a Colorado Commercial Pesticide Applicators License in Turf, Rangeland and/or Ornamental Pest Control categories at the Qualified Supervisor level.
- This position is deemed essential and incumbents must be available for winter storm operations and during other emergency conditions/events at all hours of the day or night. Supervision of crews for large snowstorms may require longer hours based on the severity of the storm.
- This position may require working on call, evenings, weekends, or irregular hours.

WORK ENVIRONMENT:

- This position will report to the Arapahoe County Open Space Maintenance Shop at 25508 East Quincy Avenue, Aurora, CO 80016.
- This position will work outdoors and indoors, much of the time is spent working in the field or on project/job sites. Field environment; travel from site to site; exposure to noise, dust; potentially hazardous chemicals; inclement weather conditions; work around heavy construction equipment; work on slippery or uneven surfaces.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- Spends 35% of the time sitting and 65% of the time either standing or walking.
- Occasionally lifts, carries, pulls or pushes up to 75 lbs.
- Occasionally uses cart, dolly, or other equipment to carry in excess of 80 lbs.
- Frequently climbs, stoops, kneels, balances, reaches, crawls and crouches while performing office or work duties.
- Verbal and auditory capacity enabling constant interpersonal communication through automated devices, such as telephones, radios, and similar; and in public meetings and personal interactions.
- Constant use of eye, hand and finger coordination enabling the use of automated office machinery or equipment.
- Visual capacity enabling constant use of computer or other work-related equipment.

Below, please list any special physical demands associated with this position. For instance, exposure to hazardous environments, blood borne pathogens, extreme heat/cold, use of power equipment or machinery, wearing of PPE (personal protective equipment). This position works within both an office setting and out of doors throughout the County which may result in exposure to extreme heat/cold, outdoor allergens, varying terrain and environmental conditions.

Definitions:

Occasionally: Activity exists less than 1/3 of the time.

Frequently: Activity exists between 1/3 and 2/3 of the time.

Constantly: Activity exists more than 2/3 of the time.

Toll Free Applicant Technical Support: If you experience technical difficulty with the NEOGOV system (i.e. uploading or attaching documents to your online application), call NEOGOV technical support at 855-524-5627. Helpful hints: if you are having difficulty uploading or attaching documents to your application, first, ensure your documents are PDF or Microsoft Word files, and second, close the document before you attempt uploading (attaching) it.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/arapahoe/default.cfm>

EXAM #05189
 OPERATIONS SUPERVISOR – OPEN SPACE, PARKS, TRAILS
 AS

COMPUTER ACCESS IS AVAILABLE AT:
 5334 S. Prince Street,
 Littleton, CO 80120

Operations Supervisor – Open Space, Parks, Trails Supplemental Questionnaire

- * 1. Please choose the response that best describes your educational background.
 - ☐ Some high school courses
 - ☐ High School Graduate or GED
 - ☐ Some college courses
 - ☐ Some college courses in natural resource management, parks/recreation, agriculture, environmental science, or related field.
 - ☐ Associate Degree
 - ☐ Associate Degree in natural resource management, parks/recreation, agriculture, environmental science, or related field.
 - ☐ Bachelor's Degree
 - ☐ Bachelor's Degree in natural resource management, parks/recreation, agriculture, environmental science, or related field.
 - ☐ Master's Degree
 - ☐ Master's Degree in natural resource management, parks/recreation, agriculture, environmental science, or related field.
- * 2. Please choose the answer that best describes your years of open space, parks, landscape, agriculture, or trails experience.
 - ☐ No Experience
 - ☐ Less than 1 year of experience
 - ☐ 1 year to less than 2 years of experience
 - ☐ 2 years to less than 3 years of experience
 - ☐ 3 years to less than 4 years of experience
 - ☐ 4 years to less than 5 years of experience
 - ☐ 5 years to less than 6 years of experience
 - ☐ 6 or more years of experience
- * 3. Please describe your years of open space, parks, landscape, agriculture, or trails experience.
- * 4. Do you hold any certifications or have technical training in natural areas, parks/recreation, agriculture, or landscape management from industry trade organizations? If so, please describe below.
- * 5. Do you have any experience in coordination of maintenance and operations staff work activities? If so, please describe below.
- * 6. Please choose the answer that best describes your years of Supervisory/Lead experience with facility maintenance and event operations.
 - ☐ No Experience
 - ☐ Less than 1 year of experience
 - ☐ 1 year to less than 2 years of experience
 - ☐ 2 years to less than 3 years of experience
 - ☐ 3 years to less than 4 years of experience
 - ☐ 4 or more years of experience
- * 7. Do you have a current, valid driver's license?
 - ☐ Yes
 - ☐ No
- * 8. Have you received eight or more points within the past twelve months or twelve or more points within the past twenty-four months against your driving record?
 - ☐ Yes
 - ☐ No

- * 9. How many moving traffic violations have you been cited for in the past two years?
 - ☐ Less than 3 violations
 - ☐ 3 or 4 violations
 - ☐ 5 or more violations
- * 10. In the past three years, have you had your driver's license revoked or suspended?
 - ☐ Yes
 - ☐ No

* Required Question