



TANYA LANE  
TOWN MANAGER

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## CAREER OPPORTUNITY

<b>POSITION: SUPERVISOR OF PARKS AND GROUNDS &amp; CEMETERIES</b>	<b>PAY RANGE:</b> \$70,000 - \$95,000/yr	<b>CLASSIFICATION/ GRADE: A-8</b>	<b>EEOC ADM</b>
<b>LOCATION:</b> Parks and Grounds Department 679 Willard Avenue, Rear	<b>APPLY BY:</b> 4:30 p.m. November 28, 2017	<b>APPLY TO:</b> Town Manager 131 Cedar Street Newington, CT 06111	

**An official Town of Newington Employment Application is required to be considered for this position. Applications are available in the Town Manager's Office Monday – Friday 8:30 a.m. – 4:30 p.m. or online at [www.newingtonct.gov](http://www.newingtonct.gov).**

**ESSENTIAL FUNCTIONS:**

Under the direction of the Parks & Recreation Superintendent or designee, has responsibility for the maintenance of Town parks, playgrounds, pools, maintenance and operations of Town and Board of Education grounds and cemeteries and recreation facilities.

**EXAMPLES OF DUTIES:**

Plans, assigns and directs the work of subordinates in maintaining parks, playgrounds, pools, Town and Board of Education grounds, cemetery and other recreation facilities; assists in the coordination of new construction and major park renovation projects; inspects all the areas under jurisdiction on a regular basis for adherence to maintenance standards and safety; prepares specifications for maintenance equipment; supervises the work of two divisions, parks & grounds and cemeteries; prepares and submits reports; conducts employee training programs; recommends major capital improvement projects; prepares divisional budgets, works with community organizations in ongoing park maintenance interest; prepares and updates the SOP (Standard Operating Procedures) Manual; coordinates and documents all overtime assignments; prepares payroll documentation; responsible for maintaining good labor relations, addressing grievances at the appropriate step or level, and recommending and/or implementing progressive discipline where appropriate.

**MINIMUM QUALIFICATIONS:**

Graduation from a recognized four year college with a degree in park and recreation and/or grounds maintenance, horticulture, forestry or landscape design and four years' experience in a responsible, supervisory position; or an equivalent combination of experience and training equivalent to a total of eight years.

Customs Ground License preferred. Facility Pool Operator Certification preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of the methods, practices, materials, and equipment used in the construction, maintenance and operation of a park maintenance program; considerable knowledge of fertilization, soils, turf maintenance, chemicals, irrigations, and snow removal operations; basic knowledge of construction of parks and recreation facilities; considerable knowledge of good supervisory practices, knowledge of mechanical aspects of park maintenance equipment; knowledge of swimming pool maintenance; knowledge of athletic field maintenance; knowledge of trees, plants, flowers and shrubs.

Ability to plan and schedule park maintenance activities; ability to develop maintenance standards; ability to direct and evaluate subordinates performances; ability to establish employee training and safety programs; ability to keep accurate records and to prepare comprehensive written and oral reports. Ability to use software package, such as: Outlook, Microsoft Word, RecTrac, MainTrac and Excel. Ability to prepare a detailed and complex divisional budget. Ability to supervise and direct subordinate employees. Ability to work cooperatively with the public, subordinates, co-workers, department heads, vendors and Town officials.

**PHYSICAL EXERTION ENVIRONMENTAL CONDITIONS:**

Performs duties in extreme weather conditions, including heat, cold, rain or snow. Must wear protective clothing and safety equipment. Must be able to lift and/or carry objects of medium to heavy weight. Some highway driving may be required to carry out duties. Exposed to hazardous conditions during routine work and in general emergencies. Physical strength and ability sufficient to do heavy manual work. NOTE: The above tasks and responsibilities are illustrative only. This description does not include every task or responsibility.

**The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.**

Phone: (860) 665-8510  
[www.newingtonct.gov](http://www.newingtonct.gov)