

NEW CASTLE COUNTY GOVERNMENT

Number 0350

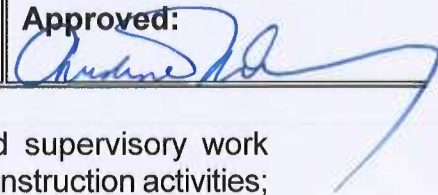
CLASS SPECIFICATION

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Date 12/29/15

Title: PROPERTY SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional and supervisory work involving a variety of parks, grounds, and property maintenance and construction activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the establishment, coordination and evaluation of parks, grounds, property maintenance, forestry and construction programs within New Castle County. This employee inspects parks and other County-owned property to determine the adequacy and adherence to established maintenance and construction standards and maintains contact with civic groups and the public for the planning of suitable facilities. Work is performed under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Assigns, schedules and directs the work of employees;
- Assists in the development, planning and administration of County-wide parks, grounds and property maintenance programs;
- Performs field analyses of facilities to determine adequacy and adherence to established standards;
- Assists in the preparation and administration of the operating and capital budgets;
- Supervises, trains, instructs and evaluates employees;
- Evaluates effectiveness of programs through comparisons with national norms;
- Provides input to miscellaneous administrative studies;
- Assists the Property Manager with the development and implementation of policies and procedures;
- Attends meetings of special interest groups to explain and interpret programs;
- Schedules and conducts meetings for the purpose of interpreting maintenance programs to the public and subordinates;
- Maintains records and makes periodic reports on all phases of parks, grounds and property maintenance programs;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

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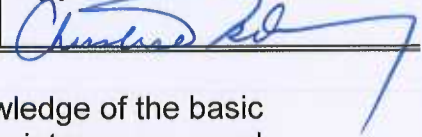
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Date 12/29/15

Title: PROPERTY SUPERVISOR

Approved:



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the basic techniques and methodology of parks, grounds and property maintenance; good knowledge of horticulture, forestry, conservation and turf management practices; good knowledge of training techniques and procedures; ability to read construction plans, blue prints, utility plans, topographic plans and other construction related plans; ability to inspect work on related projects; ability to operate a personal computer and other related equipment; ability to effectively supervise employees; ability to establish and maintain effective working relationships with co-workers, associates, government officials, and the public; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least three (3) years supervisory experience in parks, grounds or property maintenance and possession of a Bachelor's Degree from an accredited college or university with major course work in forestry, conservation or horticulture; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check. Possession of a valid Delaware Class D driver's license or its equivalent. Must also possess the following certifications within one (1) year of hire date or promotion: State of Delaware Private Handler Certification in Nutrient Management, Nationally Certified Playground Inspector, and Certified Pesticide Applicator in Ornamental Turf.

HISTORY OF REVISIONS:

Established:	11/01/97
Revised:	05/01/01
Revised:	08/30/07
Revised:	12/04/09
Revised:	12/29/15