POSITION SUMMARY:

The Greenway Operations Supervisor position is a full-time, salaried position with benefits, responsible for performing greenway operations, maintenance and conservation efforts throughout the jurisdiction of Great Rivers Greenway. This position will work closely with partner organizations including municipal and county agencies, landscape contractors and volunteers in park and greenway maintenance, care of the organization’s facilities and landscape care. Additional responsibilities include leading maintenance and conservation-based training and educational programs for staff, partners and volunteers.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Director of Greenway Operations
Supervises: Seasonal and volunteer staff
Collaborates with: Conservation Program Manager, Project Manager  
All staff, board and partners

ESSENTIAL FUNCTIONS:

The following are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties are required and will be assigned as needed.

- Assists director of greenway operations with implementation of a greenway maintenance and operations plan.
- Responsible for administration and care of landscape and maintenance equipment and tools.
- Responsible for maintenance and care of the organization’s facilities including building, grounds, vacant property and playground safety inspections.
- Implements the organization’s conservation management plans in the field with staff, partners and volunteers.
- Leads operations, maintenance and conservation training and education programs for the public, staff, partners and volunteers.
- Assists director of greenway operations with implementation of greenway level of care guidelines for use in operations and in training programs that ensures a quality experience for greenway users.
- Leads and motivates a team of direct reports including seasonal and volunteer staff.
Coordinate and assist in the management of contractors for various services and projects.
Acts as a Great Rivers Greenway ambassador while in the field where interaction with the public is frequent. Provides information about greenways, the organization and surrounding amenities to the public in a friendly and courteous manner.
Assists with special assignments as directed by the director of greenway operations.
Works with director of greenway operations to develop department budgets and works within those financial constraints. Assists director of greenway operations in the procurement process and processing invoices for payment.
Consistently demonstrates a climate of courtesy, respect and professionalism to staff, partners, volunteers and the general public.

POSITION QUALIFICATION AND REQUIREMENTS:

Education/Training:

• Associates, bachelor's degree preferred in parks and recreation management, horticulture or landscape maintenance, natural resources management, or a related field.

Experience:

• At least three (3) years of progressively increasing responsibility related work experience or equivalent combination of education and experience; primarily in the park operations, horticulture and/or landscape maintenance field.
• Knowledge of plant identification, care, maintenance, selection, insect and disease diagnosis and treatment options.

Skills and Abilities:

(These may be representative but not all inclusive of those commonly associated with this position.)

• Be self-directed and possess sound judgement.
• Familiarity and experience planning seasonal and annual work tasks associated with park operations.
• Ability to complete tasks and duties in a timely and accurate manner with minimal supervision.
• Ability to build respect and work effectively with people from a diverse set of backgrounds, experiences and roles.
• Familiarity and experience with governmental procurement and contracting procedures a plus.
• Ability to establish and maintain effective working relationships with co-workers, partner agencies and contractors.
• Excellent communication skills.
• Ability to coordinate a variety of unrelated functions and handle multiple projects concurrently.
• Team-oriented with a commitment to sustaining strong, productive working partnerships with all staff members, board members, partner organizations, consultants, contractors, volunteers and the community.

Computer Skills:

• PC operation at an expert level
• Proficiency with Microsoft Office (Word, Excel, PowerPoint)
• Experience in desktop and mobile mapping applications a plus
• Ability to learn software applications as necessary

Machines, Tools, Equipment and Work Aids:
(These may be representative but not all inclusive of those commonly associated with this position.)

• PC, tablets and associated software, commercial printer, telephone, copier
• Pickup trucks, utility vehicles, trailers
• Truck or trailer mounted water and chemical applicators, backpack sprayers
• String trimmers, chainsaws, pole pruners, hedge pruners, hand saws, shears
• Various hand operated and power tools

License(s)/Certification(s) Required:

• Possess Certified Playground Safety Inspector (CPSI) Certification or ability and willingness to obtain within 12 months of employment
• Possess or ability to possess pesticide applicators license within 6 months of employment
• Additional professional development and licensing encouraged

On-The-Job Training Time:

• Six (6) to eight (8) months, depending on previous experience

Physical/Visual Activities or Demands:
(These may be representative but not all inclusive of those commonly associated with this position.)

• Perform physical work exerting up to 50 pounds on an occasional basis; perform such activities as lifting, digging, raking, etc.
• Ability to sit, talk, hear. Vision requirements include close vision, ability to adjust and focus, distance vision (clear vision at 20 feet or more). Ability to judge distances and special relationships.

Work Environment:
(These may be representative but not all inclusive of environmental and atmospheric conditions commonly associated with this position.)

• Environment will change with seasonal responsibilities.
• Outdoors during all seasons under various weather conditions.
• Operating in a variety of environments and scenarios requiring personal protective equipment including high visibility over-clothes, eye, hearing and head protection.
• Maintenance facility with potential exposure to loud noise, fumes, chemicals, moving mechanical parts or airborne particles and other related risks.
• Office conditions are normal; the noise level in the environment is moderate.

Great Rivers Greenway is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities. Great Rivers Greenway actively seeks to increase the diversity of its workforce.