



**TULSA COUNTY**  
**Job Opening**  
**All Divisions under the BOCC**

Please be advised that the following position is now open and applications are being accepted. Interested employees should contact the Human Resources Department immediately. This notice expires seven (7) working days from the date posted.

**This job was posted on**  
**December 14, 2011**

**Job Title: Area Maintenance Supervisor**  
**Department: Parks Department**  
**Salary: \$3162.50 to \$3478.75 per month**

**DEFINITION**

Under general supervision, supervises employees engaged in a variety of maintenance, construction, horticulture and repair work in a section of the County; schedules all athletic field events; supervises the operations of concession stands.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

Skilled in park maintenance; in supervising others; in maintaining records; in food selection; in inventory control; and in transporting equipment and material. Knowledge of principles, practices and tools used in park maintenance; of concession operations; of pool maintenance; of hazards and safety precautions; of supervisory principles and practices; of departmental policies and procedures; of safe conditions for play areas and athletic fields; of food products; of Health Department standards and regulations; of total pool operation and maintenance; of Oklahoma codes and regulations pertaining to swimming pools; of principles and practices of turf maintenance; of planting, cultivating, pruning and care of plants, shrubs and trees; of watering and irrigation systems; of herbicide and pest control methods and materials; and of state regulation for transporting equipment and material. Ability to properly mix and apply fertilizer and pesticides; to train employees; to establish effective working relationships with employees and the public; to organize and present facts and opinions clearly and concisely; to reason analytically; to apply pool chemicals; to set up concession operations, to select menu and pricing that provides quality service and profit margin; and to maintain records and reports.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises 15 employees in Maintenance or Concessions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree from an accredited college or university with a degree in Park Administration, Agronomy, Construction or related field and three years of satisfactory full-time paid employment in construction and maintenance work, including one year of supervisory experience; or any equivalent combination of education or experience, substituting one year of satisfactory full-time paid employment for one year of the required education with a maximum substitution of two years.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid 'Class A' Oklahoma Drivers License  
Oklahoma Chemical Applicator's Permit-Category 3 (within six months)  
Certified Pool/Spa Operator's Permit (within six months)

Authorized by: **Richard Bales, Director**  
Final Interview with: **Richard Bales & Rick Barnett**  
HR Request #2708

**AN EQUAL OPPORTUNITY EMPLOYER/AA**