



JOB TITLE: Greenway Operations Supervisor

Apply online: <https://greatriversgreenway.org/jobs-bids/>

POSITION SUMMARY:

The Greenway Operations Supervisor position is responsible for performing greenway operations, maintenance, and conservation efforts throughout the jurisdiction of Great Rivers Greenway. This position will work closely with municipal and county agencies, landscape contractors and volunteers in park and greenway maintenance.

This position will also be responsible for leading maintenance and conservation-based training and educational programs for staff, partners, and volunteers. This position operates from a field office and works independently across many municipalities. The Greenway Operations Supervisor will report to the Director of Greenway Operations.

Great Rivers Greenway is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience and unique perspectives. As an organization, we expect all employees to support this dedication to diversity, equity and inclusion in our workplace.

ESSENTIAL FUNCTIONS:

- Evaluates the greenways for compliance with Operations and Maintenance agreements and works to complete capital repair and replacement projects.
- Works to support the director of greenway operations with implementation of a greenway maintenance and operations plan.
- Coordinates the management of maintenance and repair contractors for services.
- Works with operations team to develop department budgets and works within those financial constraints.
- Leads and assist in the procurement of goods and services
- Updates and maintains the GIS-based asset inventory using mobile phones and tablets.
- Responsible for care of district maintenance equipment and tools.
- Responsible for maintenance and care of the organization's facilities including maintenance shop, grounds and vacant properties.



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- Implements the organization's conservation management plans in the field with staff, partners and volunteers.
- Leads and motivates a team of seasonal and volunteer staff.
- Leads operations and maintenance training and education programs for the public, staff, partners, and volunteers. Disseminates information about the greenways and acts as a Great Rivers Greenway ambassador.

POSITION QUALIFICATION AND REQUIREMENTS:

Education/Training:

- Associates or bachelor's degree in parks and recreation management, horticulture or landscape maintenance, natural resources management, or a related field. Experience in lieu of education will be considered.

Experience:

- Minimum of three (3) years of increased responsibility primarily related to work in park operations, landscape/hardscape maintenance or construction field.
- Knowledge of basic construction, trail/roadway maintenance and repair, carpentry, mechanical, drainage, irrigation, and stormwater management highly preferred.
- Knowledge of plant identification, care, maintenance, selection, insect and disease diagnosis and treatment options a plus.

Skills and Abilities:

- Familiarity and experience planning seasonal and annual work tasks associated with park operations.
- Self-directed, requiring minimal supervision.
- Familiar with governmental procurement and contracting procedures a plus.
- Ability to read and understand construction documents/blueprints a plus.
- 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 at large.

Computer Skills:

- Proficient computer skills
- Proficiency with Microsoft Office (Word, Excel, PowerPoint)
- Experience with desktop and mobile mapping applications a plus



- Ability to learn software applications as necessary

Machines, Tools, Equipment and Work Aids:

- 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

SALARY RANGE: \$50,970 - \$58,890

License(s)/Certification(s) Required:

- Possess or ability to possess pesticide applicators license within 6 months of employment

Work Environment:

- Typical office to field work ratio is 40% office and 60% field work.
- 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

Great Rivers Greenway is an E-Verify employer. E-Verify is an internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees in the United States. More information on our jobs page at www.GreatRiversGreenway.org/jobs