



PARKS SUPERVISOR

Department: **Community Services** Class Code: **21**
Reports to: **Community Services** FLSA Status: **Exempt**
Assistant Director

GENERAL PURPOSE: Under limited supervision, develops and maintains the Town-wide parks and common area system and supervises the care and maintenance of municipal building areas within the Town.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises the Parks Division and actively participates in the maintenance of all parks and open space areas, municipal swimming pool, and buildings, including turf care, landscaping, irrigation systems, trash abatement.
- Plans, organizes, schedules and oversees work tasks for parks maintenance worker staff; establishes short and long range time frames for projects; delegates work tasks to parks maintenance workers.
- Operates maintenance equipment; maintains continuous effort to improve operations, decreases work schedule turnaround times, and streamlines work processes.
- Assists with development and implementation of master plan development and construction projects for parks and recreation facilities.
- Assists in preparation of grant applications, and construction documents.
- Assists in development and implementation of trails master plans, capital improvements, park-planning and development agreement negotiations for future facilities.
- Serves as project leader or specialist pertaining to park improvements and developments.
- Coordinates with other departments to initiate and implement programs and to complete projects.
- Inspects parks and associated facilities to ensure proper care and maintenance, and makes recommendations for improvements.
- Estimates material and labor cost figures for park construction and maintenance.
- Supervises parks maintenance personnel, to include regular, seasonal/temporary, volunteer, and contract staff as assigned. Supervision of staff includes planning and monitoring tasks and activities, establishing procedures and guidelines, evaluating assigned services, coaching for performance improvement and recommending personnel actions.
- Coordinates participation in off-site training as needed to assure technical competency of recreation personnel.
- Participates in the hiring, training, evaluation and discipline of subordinate staff.
- Works with the recreation division to support the planning, organizing and implementation of special events, programs and activities held within the Town.
- Oversees the collaboration of cross-training within the department.
- Assists in the planning and implementation of new park and common areas.
- Cleans and maintains Parks facilities; oversees the facilities maintained by parks staff.

- Maintains parks equipment.
- Oversees and performs turf growth and care of parks facilities and grounds.
- Ensures maintenance of the health and growth of turf, trees and plants.
- Oversees and performs weed abatement; removes trash; cleans bathrooms.
- Oversees and makes repairs of vandalized areas.
- Operates irrigation equipment for turf coverage; makes adjustments and repairs to sprinkler lines, timers and valves.
- Collects, evaluates, and analyzes data and write reports.
- Performs a variety of miscellaneous duties such as answering the telephone, typing correspondence; running errands, picking up supplies needed for job functions.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

High school diploma or equivalent. Five years of experience, including two years of supervisory experience, in park maintenance and landscaping or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Possession of a valid Class B Commercial Driver's License or ability to obtain within one-year after hire. Class A Commercial Driver's License preferred, but not required.
- Possession of a valid Herbicide applicator license for right of way, weeds, turf and ornamentals or ability to obtain within six months of hire.
- National Recreation and Park Association "Certified Park and Recreation Professional" preferred but not required.

Required Knowledge of:

- Principles and practices of parks and recreation administration.
- Knowledge of short and long-range planning for parks, trails, common areas and other recreational facilities.
- Principles and practices of effective employee supervision.
- Project management principles and practices.
- Federal (EPA) Regulations and Federal (OSHA) Regulations and town policies regarding safe work practices.
- Turf and tree management practices and methods.
- Landscaping methods and practices.
- Operation, maintenance and repair of irrigation systems.
- Rules and regulations for chemical spraying.
- Equipment safety practices.
- Knowledge of typical government budget processes.
- Personal computer and a variety of software.

Required Ability to:

JOB DESCRIPTION

Parks Supervisor

- Develop and maintain effective working relationships with Town staff, vendors, suppliers, community groups and the general public.
- Collect, evaluation and analyze data to write and maintain written records.
- Use chemical spraying equipment.
- Use landscaping equipment.
- Use various power and hand tools.
- Maintain an inventory of material, supplies and equipment.
- Coach and supervise employees.
- Evaluate the need for training and provide the same.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer and various business software applications.

Physical Demands / Work Environment:

- Work is performed both outdoor and indoor, but primarily in an outdoor work environment. Indoor work performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 100 pounds. May be exposed to heavy equipment and machinery. May be exposed to extreme weather conditions. May be exposed to hazardous chemicals. May be exposed to infectious diseases.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
Front-line supervisor	5/2018			21	Non-exempt	
		7/2019		21	Exempt	

APPROVED: Human Resources

DATE: 08/21/2019