

## PARKS SUPERVISOR

DEPARTMENT: PUBLIC WORKS  
FUND: GENERAL  
TITLE: PARKS SUPERVISOR  
CLASSIFICATION: FULL TIME  
PAY RATE: HOURLY

### Position Summary:

The Parks Supervisor is responsible for directing the work of a small crew engaged in the construction, maintenance and repair of recreational facilities such as: parks, pool maintenance, playground, downtown, and cemetery.

### Duties and Responsibilities:

1. Supervises employees assigned to his/her department on a daily basis, and directs the daily work schedules. Check for department work orders at City Hall.
2. Assures the proper utilization of employees on a daily basis, provides instruction and communication, obtains necessary tools, materials, and/or supplies, trains as well as provides thorough orientation to subordinates on all activities.
3. Promotes customer service by receiving customer inquiries or complaints. Reports and addresses the public or areas of service work, make telephone calls or direct contact and responses to such as required.
4. Operates and/or supervises operation of heavy or light equipment and machinery.
5. Performs housekeeping and general maintenance of physical plant facilities on an as needed basis.
6. Reports employee or equipment accidents, defects in vehicle or maintenance to superior. Communicates with superior on all daily matters.
7. Provides guidance to his subordinates in their duties and in terms of corrective action that is taken when an employee fails to comply with personnel policies and actions.
8. Other duties as assigned.

### Equipment/Programs:

Have good working knowledge in the proper use of hand tools, light and heavy equipment and machinery. Be able to comprehend and utilize record keeping. Must also have knowledge of the policy procedures on the use of equipment to conduct construction and infrastructure related work.

### Working Environment:

Because of the nature of the work that a laborer performs, injury can be a factor in this position. Laborer works a 40-hour workweek. Candidate must have the ability to work in hot and cold weather conditions.

**Physical Demands:**

Candidate must have the ability to perform heavy manual labor. The job requires emotional and mental stability, public service character and attitude. Individuals in this position must be able to bend, stoop, and lift objects of various weight and dimensions. Good vision and hearing is also a must.

**Skills:**

Candidate must have a High School diploma or GED. Candidate must be able to follow written and oral instructions, at least 1-3 years of Public Works or Supervisor experience. Must have a valid driver's license, preferably Commercial Operators and must meet City insurance eligibility requirements at all times. Must be willing to train and achieve department goals.