



## Job Description

**Title:** Park Supervisor

**Starting Salary:** \$47,840 Annual

**Department:** Parks

**Status:** Exempt

### **JOB SUMMARY**

The Park Supervisor position is assigned to the Parks Division of the Feather River Recreation and Park District. Under direction of the General Manager, the purpose of the position is to perform responsible administrative and professional work planning, organization and management of community parks and grounds operations. The Park Supervisor is responsible for ensuring safe, quality parks and facilities are made accessible to the general public. This position has considerable responsibility in recommending and overseeing the upkeep, upgrade, construction and/or renovation of parks facilities, as needed. The Park Supervisor works with a high degree of independence and initiative, however, confers with the General Manager on matters involving unfamiliar administrative problems. He or she must conduct himself or herself in an efficient manner, while maintaining high standards for the appearance of the parks and facilities and the safety of personnel. The Park Supervisor is expected to be proficient in all duties listed and assigned. The salary includes a benefit package, including PERS retirement which includes a paid percentage by both employer and employee.

**ESSENTIAL JOB FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

### **MAJOR DUTIES**

- Monitors expenditures and work performed in relationship to monies allocated to work projects
- Plans and monitors a comprehensive multi-year building maintenance program, including preventative maintenance schedule; services and maintains all aspects of buildings and equipment owned by the District
- Have the skills necessary to use a personal computer for functions such as e-mail, internet access, develop spreadsheets and report writing
- Identifies diseases and pests; applies a variety of pesticides, herbicides and treatments to control and eliminate the spread of weeds and pests; assures correct and safe application of all products
- Operates a wide range of heavy equipment, operates equipment safely and ensures staff and the general public are not at risk
- Assists the General Manager and Board of Directors with the acquisition and development of parks and recreation facilities
- Oversees design specifications and formulation of bid specifications and blue prints

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- Practices continuous learning through individual study, classroom training, seminars, and conferences
- Assist the Recreation Division in the planning and support of recreation programs and special events
- Responds to inquiries and complaints from officials and the public; develops and recommends long-range operations and maintenance programs
- Work flexible hours, holidays, and weekend as necessary for successful implementation of special events, programs, etc.
- Performs related work as required

#### SUPERVISOR DUTIES

- Provide input to the General Manager and assist in hiring and assorted other decisions regarding personnel; participate in formal and informal evaluations of subordinates' work performance, including implementation and enforcement of corrective action as needed
- Prepares, administers, and monitors the park/facility budget, including submitting budgetary recommendations, and anticipating future budgetary and program needs, and assists in formulating and administering program plans and division policies; supervises the enforcement of park rules, regulations, and policies
- Conducts periodic meetings and training sessions in compliance with Cal OSHA standards
- Reviews and maintains daily equipment and fleet logs
- Coordinates and sets up worksite to assure safety of crew and other workers in the area; assigns work to crewmembers and assists in performing repairs; inspects completed work for quality and completeness, calculates material quantities for each work project
- Develops and recommends procedures, guidelines, rules, and regulations for the operation of park and community facilities

#### **REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge of the fundamentals of supervision and management
- Knowledge of the methods, practices, equipment and materials used for maintenance
- Knowledge of pertinent District policies and procedures, employee handbook (including safety program)
- Knowledge of vehicle and heavy equipment maintenance procedures
- Knowledge of plant identification, pests and diseases
- Knowledge of landscape and irrigation operations; landscaping equipment and basic repair
- Knowledge of basic drafting methods and procedures
- Knowledge of construction practices and techniques of building materials and equipment and of blueprints and schematics
- Skilled in assigning, overseeing and directing a work crew
- Skilled in conducting landscape surveys
- Skilled in working within deadlines to complete projects and assignments
- Skilled in following and effectively communicating verbal instructions

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- Skilled in operating independently and as a team member
- Skilled in maintaining accurate records
- Skilled in establishing and maintaining effective working relations with co-workers, other District employees and the public
- Skilled in reading, understanding and interpreting and applying relevant laws, codes and regulations

**EDUCATION, CERTIFICATIONS AND LICENSES:**

- Preference will be given to individuals with experience in landscape maintenance, construction and park development or administration.
- Graduation from an accredited college or university with a Bachelor's degree in forestry, park administration, public administration, or a closely related field. (Additional qualifying experience may be substituted for the required education).
- A valid State of California class 'C' driver's license and a satisfactory driving record required
- Qualified Pesticide and Herbicide Applicators Certificate (California Department of Pesticide Regulation), Certified Playground Safety Inspector Certificate (National Recreation and Park Association), and Certified Pool Operators or Aquatic Facility Operator certifications (National Recreation and Park Association) which must be obtained within 2 years.

**ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:** *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- Work is performed primarily in an outdoor environment
- May be required to lift and carry items more than 50 pounds
- May be exposed to dangerous machinery, potential physical harm, hazardous chemicals, extreme weather conditions and infectious diseases

**ADDITIONAL INFORMATION:****Reports To:** General Manager**Direct Reports:** Maintenance Worker III, II & PT Maintenance Workers

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