

POSITION DESCRIPTION

Park Supervisor

Reports to: Park Operations Manager Status: Full-time, year-round
Reporting Location: As assigned Compensation: Starting at \$25 per hour
Revision Date: Draft April 9, 2024

Position Goal:

The Park Supervisor is a working supervisory position that is responsible for the overall maintenance and upkeep of the park's grounds, facilities and amenities, and for coordinating the activities of other team members engaged in similar work. This position, under the direction of the Chief Operating Officer (COO), strives to provide the highest level of safety and service to park patrons.

Characteristic Duties and Responsibilities-Essential Functions:

- I. Performs the following tasks and supervises/coordinates others engaged in similar work:
 - Routine and preventative maintenance of park lands, buildings and facilities such as trash collection and removal, shelter cleaning, trail maintenance, landscaping and amenity installation
 - Facility maintenance and cleaning such as window washing, painting, service maintenance and other custodial duties
 - Facility and amenity repair such as plumbing, roof repair, siding and flooring
 - Trail maintenance such as resurfacing, grading, pruning, trimming and installation of signage, steps, culverts and drainage
 - Turf, landscape and plant maintenance functions such as seeding, sodding, fertilizing, mowing, trimming, aerating, tree and shrub installation and removal, soil preparation, watering and plant propagation
 - Chemical applications to remove weeds and pests as needed
 - Roadway/walkway maintenance including patching, striping, seal coating, grading and plowing
 - Removal of trash and litter from park grounds to create a clean, safe environment
 - Routine equipment maintenance such as oil changes, lubrications and tire pressure readings and adjustments
2. Acts as a working supervisor, which includes the following responsibilities:
 - Initiates, prioritizes, directs, schedules, and coordinates maintenance activities performed by the maintenance team at assigned park location(s)
 - Working closely with the COO, provides consistent and frequent feedback to subordinate staff, and assists the COO with conducting annual performance evaluations. Recommends hiring, promotion/demotion and disciplinary actions to the COO.

3. Works closely with personnel who schedule/reserve facilities for park customers and/or plan programs/special events, to coordinate and prepare for reservations and events.
4. Assists with special park events, volunteer activities, and other activities offered by the Park District as needed/assigned.
5. Reviews customer satisfaction evaluations and follows up as appropriate; shares customer feedback with staff and recommends changes to procedures and operations to improve customer service.
6. Assists with preparation of budgets for assigned work areas. Requests and purchases services, supplies, materials and necessary equipment according to established policies. Maintains inventories of supplies and equipment.
7. Inspects structures, grounds, trails, play equipment and other Park District facilities for security and/or safety violations or unwarranted visitor or employee risk. Completes and files necessary safety inspection reports in a timely manner.
8. Educates park customers about park rules when needed. Reports persistent noncompliance to immediate supervisor or Sheriff Department as appropriate.
9. Performs other duties as assigned or apparent.
10. Assists with related duties on a temporary basis in other areas as assigned.
11. Operates the following equipment:
 - Trucks, tractors, mowers and various turf care machinery required to maintain and develop park lands
 - Operates various hand and power tools used for the maintenance of facilities and amenities
12. Performs park opening/closing activities as assigned
13. Performs work in a safe and responsible manner. Notifies COO of unsafe conditions in a prompt, professional manner
14. Follows Park District policies, as applicable
15. Performs other duties as apparent or assigned

Qualifications:

1. Required Education and Experience:
 - Graduation from High School or GED required. Associates degree, certification or specialized training in parks or grounds maintenance preferred.
 - Minimum 18 years of age at time of hire
 - Three years supervisory experience in parks, grounds, and/or facilities maintenance
2. Preferred Additional Education and Experience:
 - Park District or other park agency experience
 - Ohio Commercial Pesticide Applicator license preferred
 - Commercial Driver's License preferred
3. Knowledge, Skills and Abilities:
 - Knowledge of generally accepted standards and methods of park maintenance.

- Ability to work unsupervised, to organize and coordinate, prioritize, and self-initiate. Ability to effectively lead and motivate subordinate staff and volunteers
- Ability to perform a wide range of maintenance and simple construction tasks
- Knowledge of and ability to safely and effectively use standard hand and power tools used in the maintenance of park lands, buildings, facilities, equipment and in the construction of park improvements
- Knowledge of, and ability to safely operate trucks, tractors, skid steers, mowers, mini-excavators, etc.
- Ability to train others in the safe use of the equipment listed above.
- Ability to become proficient in application of pesticides, herbicides, fertilizers and various soil amendments
- Ability to meet and deal with the public in a professional, helpful, and pleasant manner, always acting as a goodwill ambassador for the Park District, and to require the same of subordinates.
- Ability to communicate tactfully and in a positive manner with park customers. Ability to interpret written and oral instructions
- Ability to effectively communicate, orally or in writing
- Proficient with commonly used office software including Microsoft Word, Excel, PowerPoint, Outlook. Basic computer and software competency, which includes use of email, spreadsheets, and word processing is required.
- Ability to exercise good judgement and demonstrated emotional intelligence
- Demonstrated leadership characteristics and ability to work as part of a team
- Good character with no history of serious criminal activity (felony convictions).

4. Licenses:

- Possession of a valid State of Ohio motor vehicle operator's license with driving record that is insurable under the Park District's insurance policies
- Ability to obtain Certified Playground Safety inspector status recognized by the National Recreation and Parks Association and/or the National Playground Safety Institute within one year of employment and maintain thereafter
- Ability to obtain an Ohio Commercial Pesticide Applicator's License within one year of employment

Physical Requirements and Work Environment:

- Ability to regularly lift/move up to 50lbs, and up to 100lbs with assistance
- Ability to work in extreme weather conditions including, but not limited to; excessive heat, humid/wet conditions, fumes or airborne particles
- Required to (often on uneven terrain) stand, walk, sit, climb, balance, kneel, crouch and crawl
- Ability to talk and hear, including occasionally in excessive noise level environments

Schedule:

- Typically 7:00am-3:30pm Monday-Friday, but may include occasional work outside of the typical hours/days, potentially including weekends and/or holidays, as assigned.

The position functions and responsibilities are illustrative only and do not represent all the duties or tasks to be assigned or performed by an employee with this position title.

Alternates to the above qualifications may be acceptable, subject to Chief Executive Officer approval.