



**PARKS SUPERVISOR  
JOB DESCRIPTION**

JOB TITLE: Parks Supervisor	CLASSIFICATION: Service/Maintenance	IMMEDIATE SUPERVISOR: Parks Superintendent
PAY GRADE: 124	DEPT: 7200 Parks	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Supervises employees, contractors and performs a variety of semi-skilled diversified tasks in the general maintenance of parks and recreational facilities such as: buildings, grounds and structures within all the Parks Department. Oversees all irrigation and spray operations while performing hands on maintenance and design of irrigation systems.

**SUPERVISION EXERCISED:** General Maintenance Workers I, II, spray and irrigation specialty workers, contract workers, and specialty Skilled Trades Workers and independent contractors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervises employees along with hands on work in general maintenance of athletic facilities and parks with specific attention to irrigation, pumps, water features, splash fountains, pest and fertilizer treatment along with daily golf course operations.
- Responsible for the general maintenance of all park facilities including but not limited to: playscapes, park furniture, fencing, buildings and fixtures.
- Responsible for the turf management in specialty areas such as: golf, soccer, baseball, softball fields and Commons Park Great Lawn.
- Operates all equipment in the department with special attention to testing procedures for water features, pump pressure and maintenance of pumps and irrigation systems. Understands and can operate equipment for pest and fertilizer application.
- Conducts employee performance evaluations, personnel counseling, documentation, accident reporting and investigations; assists the Parks Superintendent with other operational functions and personnel needs.
- Assists the Parks Superintendent with budget development and monitoring. Follows all finance and purchasing procedures for supplies and equipment.
- Prepares, logs and tracks usage and maintenance and service schedules of parks equipment and supplies. Prepares and tracks inventory of Parks equipment and supplies.
- Enforces safety procedures and regulations. Does safety training and maintains records of such trainings. Recognizes safety issues/hazards and takes steps to correct them. Reports unsafe conditions to Parks Superintendent outside of their scope of work.
- Determines most efficient manner of accomplishing assigned work; assigns and supervises the completion of work orders.

- Schedules staff overtime as directed by the Parks Superintendent. Monitors attendance records, personal leave requests, or other requests daily. Checks all payroll prior to processing for overtime corrections or specialty pay changes.
- Ensures Village vehicles are used properly, maintained and safety rules are implemented and followed.
- Responsible for the daily operation of the Parks Division in the absence of the Superintendent.

**OTHER DUTIES:**

- Responds to emergency calls and citizen complaints or inquiries.
- Works overtime as needed.
- Makes operating decisions on-site in the absence of the Parks Superintendent.
- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

- Education and Experience:
- High school diploma;
- At least five (5) years progressively responsible field supervisory experience.
- Prefer at least five (5) years experience, or certification in Pump and Irrigation design, installation, maintenance and repair.
- At least three (3) years golf course maintenance experience.
- Any related combination of training and experience. (see special requirements)
  
- Knowledge, Skills and Abilities:
- Considerable knowledge of the principles, practices and techniques of park and grounds maintenance, or a related field.
- Considerable knowledge of golf course maintenance and operations.
- Proficient in the design, installation and repair of irrigation systems.
- Ability to diagnose turf disease, insect and weed problems.
- Considerable knowledge of the basic principles and practices of equipment and supplies used to perform minor repairs and various semi-skilled tasks.
- Considerable knowledge of safety hazards and applicable safety precautions.
- Considerable skill in the use of common hand tools and mechanical equipment.
- Considerable skill in heavy manual labor for extended periods of time under varying weather conditions.
- Ability to understand, follow and implement oral and written instructions.
- Ability to supervise others.
- Ability to establish and maintain effective working relationships with other employees and the general public.

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one at the time of hire. No more than two (2) moving violations within the last twelve (12) month period. No more than six (6) violation points on your license within the last twenty four (24) months.
- CDL, or ability to obtain one; preferred.
- Experience in the operation and routine maintenance of parks and golf course maintenance equipment;
- Certified Pool Operator or Aquatic Facility Certification or similar certification for water features, or ability to get one within 24 months of hire.
- Preferred license for Public Pest Control and Public Applicator or ability to get one.
- Preferred Irrigation and Pump Systems or Irrigation Technology classes/work experience.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand and walk. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl, and talk or hear.

The employee must frequently lift and/or move up to 50 pounds, occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

**TOOLS & EQUIPMENT USED:**

Trucks, tractors, mowers, electric and gas powered tools, and other associated equipment used in the parks and recreation structures, facilities and projects.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes or airborne particles, and vibration. The employee frequently works in high, precarious places, and regularly works near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview and criminal history, DMV and reference check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION HISTORY:**

Created October 1, 1988  
Revised March 12, 1998  
Revised July 10, 2002  
Revised June 26, 2003  
Revised August 27, 2003  
Revised October 1, 2003  
Revised October 15, 2012  
Revised June 30, 2014