

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Park Supervisor
Department: Parks & Recreation
Revised : October 2013

Class : Service Maintenance
FLSA : Non-exempt

This job description supersedes any prior description for the Park Supervisor classification.

GENERAL DESCRIPTION

Responsible work in the supervision of a moderate-sized park along with the related recreational programs and facilities. Supervision is provided to a small full time and part time staff. Supervision is received from the Buildings, Grounds, and Parks Director, who reviews work through analysis of reports received and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, schedules, and supervises a variety of organized and self directed activities; supervises and schedules staff assigned to the park location.

Interviews candidates for employment and conducts orientation and training of new employees.

Schedules and supervises the use of facilities at the park; maintains order and enforces regulations; collects rental fees for shelters, programs, and ball field use.

Provides a variety of information in person, by telephone, and through the use of posters and bulletin boards on the programs and facilities of the park.

Plans, prepares, supervises, and participates in the presentation of a variety of programs directed at the clientele of the park, which may require research and study of pertinent information.

Maintains landscaping, which may include planting grass, trees, and shrubs, mowing grass, removing weeds, spraying chemicals, fertilizing, and watering; cuts trees using a chainsaw.

Maintains and cleans park facilities, ball fields, and tennis courts; cleans restroom facilities, mops floors, cleans fixtures, and restocks supplies.

Maintains park equipment including lawnmowers and tractors.

Performs general construction on park facilities including framing, electrical work, plumbing, painting, and roofing.

Operates a front-end loader, backhoe, and trencher; operates a park vehicle to inspect park grounds.

Maintains a variety of records; prepares a variety of reports.

OTHER JOB FUNCTIONS

Researches and writes grants seeking funds to expand facilities or create new programs.

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Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of directed and self-directed recreational activities suitable for use at a moderate-sized park.

Thorough knowledge of the maintenance requirements for the facilities and grounds at a moderate-sized park.

Considerable knowledge of park operations and departmental rules and regulations.

Considerable knowledge of landscaping techniques; considerable skill in the operation and repair of landscaping equipment.

Working knowledge of concession stand operations.

Ability to plan, program, supervise, and participate in a variety of relevant programs and activities.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work will include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Landscaping Technology, Civil Engineering, or related field and two years of experience in park and recreational facilities maintenance with some supervisory experience. A valid driver's license and a N.C. pesticide license are required.

**This job description does not create an employment contract,
implied or otherwise.**