

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title: Park Supervisor II (Ellis and Woodleaf)
Department: Parks & Recreation
Revised: January 2023

Class : Service Maintenance
FLSA : Non-exempt

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

GENERAL DESCRIPTION

Responsible work in the supervision of multiple parks with a seven-day operation schedule along with the related recreational programs and facilities. Supervision is provided to full time and part time staff. Supervision is received from the Facilities Management & 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 different park programs and locations.

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

Schedules and supervises the use of facilities at the parks; 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 parks.

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.

Inspects park and recreation facilities weekly to identify maintenance and repair needs; completes maintenance reports; assigns work and participates in maintenance and repair, which may include welding, plumbing, carpentry, small engine repair, electrical repair, and painting

Maintains landscaping, which may include planting grass, trees, or shrubs, mowing grass, removing weeds, spraying chemicals, fertilizing and watering; operates a tractor to repair trails and haul gravel; operates a chainsaw to cut trees.

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

Maintains and repairs equipment including lawn mowers, gators, chainsaws, weed eaters, blowers, etc

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

Prepares and monitors the budget for assigned parks and associated programs.

Job Title: Park Supervisor II
Page : 2

Responsible for maintaining county owned disc golf courses.

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.

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 three years of experience in park and recreational facilities maintenance with some supervisory experience; or equivalent combination of education and experience.. A valid driver's license and N.C. pesticide license are required.

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