

<b>TITLE:</b> Park Supervisor	<b>REPORTS TO:</b> Public Facilities Manager
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**SUMMARY:**

The Park Supervisor performs responsible lead worker and skilled or semi-skilled tasks as required within park, park facilities, lawns, grounds, greenways and other Village-owned or maintained areas.

**QUALIFICATIONS:**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed below to perform semi-skilled and skilled labor on facilities, grounds, parks or similar settings and experience operating related equipment.

**SPECIAL REQUIREMENTS:**

Possession of a valid Driver's License. May require minor medical training.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of standard practices, materials, tools and equipment;
- Knowledge of the principles and practices of repair and maintenance of facilities;
- Thorough knowledge of the occupational hazards and safety precautions of the work;
- Thorough knowledge of methods and techniques of park care and operations;
- Methods and techniques of performing gardening tasks on lawns, plants, and shrubs;
- Knowledge of basic carpentry, plumbing, masonry, painting, and electrical maintenance;
- Ability to use hand tools for gardening, and performing semi-skilled maintenance work for park structures, including carpentry, plumbing, electrical, and masonry tasks;
- Ability to understand and follow oral and written instructions;
- Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens; and
- Ability to maintain and prepare accurate records.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

1. Supervises staff in all duties related to the day-to-day operations of the park including but not limited to:
  - Parking permit distribution and enforcement;
  - Helping with planning, organizing and preparing for small events or daytime programs held at the park;
  - Maintaining the cleanliness and orderliness of park grounds (lawns, shrubs, trees, and vegetation) and facility structures (rest rooms, offices, parking lots, benches, irrigation systems, and other park facilities);
  - Performing repairs and making improvements of park grounds and facility structures.
2. Schedules and prioritizes work with park attendants, assures all work is completed within established deadlines; evaluates and inspects completed work.
3. Instructs employees in proper work procedures, hazards, and safety precautions; provides feedback and quality assurance.
4. Prepares and maintains daily work reports.
5. Work requires accuracy in equipment and tool operation to prevent damage and ensure safety.
6. May perform basic equipment maintenance.
7. Work may also require serving on call.
8. Performs other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Must be able to physically perform the basic life operational functions of standing, walking, talking, hearing, and repetitive motions. Must be able to lift and carry up to 50 pounds and occasionally 70 pounds with assistance.

Work subjects the employee to inside and outside environmental conditions, noise, vibration, hazards associated with maintenance work, fumes, odors, dust, mists, and oils.