



Job Description

Parks Supervisor

Pay Grade: G08

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Minimum two (2) years of related manual labor experience preferably in turf management.

Minimum Education Requirements: High School graduation or G.E.D.

Department: Recreation

Direct Supervisor: Grounds Maintenance Manager

Supervisory Responsibility: Direct (x); Indirect (8)

Primary Work Location: Work is performed primarily outdoors; with admin oversight indoors.

Certification: Valid State of Florida driver's license. Obtain a certified Playground Inspection Certificate, Restricted Pesticide Certification, and a Maintenance of Traffic (MOT) Certification within two years of hire.

Job Summary: Lead technical, skilled, semi-skilled, and administrative work in planning and maintaining Parks and Recreation grounds, fields, and facilities. Work is performed under the general direction of the Grounds Maintenance Manager.

Essential Job Functions

An employee in this position may be called upon to do any or all the following essential duties:

- Supervises and schedules employees in the maintenance of a variety of grounds, fields and parks and performs mowing, weeding, tilling, raking, digging, and other manual labor tasks.
- Attends meetings both external and internal.
- Prepares fields for athletic activities such as: lining, raking, etc.
- Applies and instructs subordinates in safe use and handling of insecticides, herbicides, fungicides, and fertilizers.
- Installs turf, seeds, and top dressing on field, parks, and other grounds.
- Oversees the litter control functions.
- Installs, repairs, and maintains irrigation systems.
- Makes daily written and oral reports.
- Trains, supervises, and evaluates subordinates.
- Requisitions materials, supplies and equipment.
- Prepares plans and cost estimates for parks maintenance and improvements.
- Develops and implements operating procedures and safety program for work area.
- Supervises areas related to Row and Park/Field Maintenance.
- Operates and performs maintenance on various parks and athletic areas, including mowing, trimming, weeding, field prep, etc.
- Collects litter/debris at area park facilities; collects and empties trash and litter cans.
- Performs routine building maintenance and janitorial work by cleaning and maintaining buildings and restroom facilities.
- Performs heavy manual labor such as: digging, lifting, hauling, spraying, etc.
- Drives vehicles and operates heavy and light equipment.
- Assists in installation and maintenance of irrigation systems.
- Performs other job duties as assigned.



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Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- General maintenance tasks and procedures with some knowledge of turf and landscaping materials.
- Grounds keeping practices and principles.
- Landscaping, irrigation, maintenance, and installation.
- Construction terminology.
- Proper operation and maintenance of landscaping equipment.
- City's functions, policies, and procedures.

Skills

- Written and oral communications and skills.
- Public relations and customer service
- Operate a variety of office equipment, including computer (Microsoft Office), printer, calculator, fax, and copier.
- Experience in time keeping is preferred preferably in UKG / Kronos.
- Minor carpentry maintenance tasks.
- Operation and preventative maintenance of equipment and related tools.
- Follow and relay oral and written instructions, policies, and procedures.

Abilities

- Keep records and perform some administrative functions.
- Train, schedule, and supervise subordinates.
- Perform heavy manual labor under various weather conditions.
- Work with only general supervision or direction.
- Follow written and verbal instructions.
- Exposure to chemicals (including insecticides, herbicides, and cleaning supplies) is typically encountered while performing duties.
- Works in various weather conditions with exposure to dust, dirt, noise, chemicals, motorized, in confined spaces, and moving equipment.

Physical Demands

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.



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- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force to thrust forward, downward, or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing /exchanging ideas by means of spoken word including ability to convey detailed or important spoken instructions to others accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward/forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date