

## **PARKS AND RECREATION SUPERVISOR**

### **NATURE OF WORK**

A person in this position performs responsible skilled work in the operation and provision of municipal recreational programs and park facility maintenance. Work involves responsibility for organizing and scheduling activities of personnel engaged in the maintenance of park facilities. This position also consists of semi-skilled work in the operation of light duty motorized lawn and garden equipment and performing manual tasks. Considerable initiative and independent judgment must be exercised. Work is performed under the general supervision of the Finance Director/Parks and Recreation Superintendent and a person in this position works closely with the Parks and Recreation Account Clerk II on all recreation activities. Assignments are received both orally and written, and work is reviewed through written reports, conferences, and observations made by the Finance Director/Parks and Recreation Superintendent.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Supervise all part time parks/recreation maintenance workers, programs, facilities, equipment and maintenance.
2. Supervise and evaluate activities and programs.
3. Schedule work to be done and assign jobs for the day, train and instruct part time parks and recreation maintenance workers.
4. Operate and maintain light equipment such as chain saws, mowers, leaf vacuums, trimmers, trucks, etc.
5. Manipulate controls to operate equipment in a safe and efficient manner.
6. Perform various parks maintenance tasks, including painting and repairing public buildings, mowing grass and raking leaves.
7. Recommend the purchase of supplies, equipment and capital improvement items.
8. Recommend procedures for the operation of the division.
9. Report to Finance Director/Parks and Recreation Superintendent on a daily basis.
10. Serve on-call duty as required by Departmental Operations.
11. Perform related work as required and other duties as assigned.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE, SKILLS  
AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this case, upon appointment, should have the equivalent of the following:

- Graduation from an accredited high school or equivalent
- Valid Michigan Commercial Driver's License with a Class A endorsement and good driving record
- Mechanical aptitude
- Reasonable knowledge of the operation of light equipment
- Ability to operate lawn and garden equipment skillfully and safely
- Ability to plan, organize, coordinate, evaluate and supervise the activities and personnel involved in a comprehensive parks and recreation program
- Ability to interpret and present effectively the policies, objectives and programs of the division
- Ability to establish and maintain satisfactory working relationships with the public, other employees and other agencies
- Ability to communicate effectively, verbally and in writing
- Ability to see and hear well
- Ability to work effectively under stress, and with limited resources or other restrictions

Approval:

Carrie A. Lark                      5/2/12  
Personnel Director                      Date

W. C. Mum                      5/2/12  
City Administrator                      Date

[Signature]                      5/2/12  
Mayor                      Date

Norton Shores, MI  
May 2012