

# Parks Supervisor

DEPT: Public Works  
DIV: Parks  
DATE: July 2016

FLSA: Non-Exempt  
EEOC: Service/Maintenance



## POSITION SUMMARY

Performs a variety of **lead worker and full performance level skilled duties** related to the construction, installation, maintenance, upkeep and repair of recreation facilities, parks, grounds and general environs. Assists to oversee city-wide urban forestry program.

## SUPERVISION RECEIVED

Works under the general supervision of the Parks & Cemetery Superintendent.

## SUPERVISION EXERCISED

Provides close to general supervision to Parks Maintenance Worker(s), Pressurized Irrigation Specialist(s), and Sports Park Maintenance Worker(s). Monitors the supervision of temporary, seasonal and part-time laborers while in training or on a project-by-project basis.

## ESSENTIAL FUNCTIONS

Participates in various administrative and planning processes; attends Development Review Committee meetings; offers insights for projects impacting park operations; attends pre-construction meetings; performs general park operations inspections to monitor quality and compliance with established work standards; coordinates inter-departmental projects as needed; makes recommendations impacting project bond releases.

Directs and performs general Parks maintenance; constructs and maintains bowerys, small buildings and storage facilities; assures proper operation of lighting fixtures, doors, windows and plumbing; may assist in framing, painting, roofing or other skilled construction and maintenance activities related to carpentry, plumbing, and electrical; performs concrete and masonry work.

Assures proper installation and maintenance of playground equipment; conducts safety audits on playground equipment and apparatus; completes and files audit documentation; performs needed repairs in a timely manner.

Participates in the preparation and set up for sports park events including concerts, art shows, etc.; ensures proper operation of various components of facilities, i.e., electrical, climate controls, sound system, etc.; runs stage operations during special events; manages various winterization projects.

Assists in the design, layout and installation of sprinkler systems; selects line sizes, sprinkler spacing, type and control equipment; install, test, and maintain systems utilizing low voltage, hydraulic, or other operating features; repairs sprinkler heads and inspects sprinkling system to assure operation.

Identifies need to initiate various aspects of spraying programs related to the prevention or eradication of pests, fungus, and insects harmful to park plants, trees, shrubs and other environs; selects appropriate chemicals and combinations to accomplish task; maintains records of spraying activities; assures chemicals are properly stored and used in conformity with city, state, or federal regulations; operates spraying equipment.

Oversees lawn and turf operations including lawn mowing; routine repair and lubrication, mowing and trimming grass, bushes and shrubs; pruning activities on trees, shrubs and plants; removes dead, diseased, or injured trees; oversees health plant growth operations related to custom pruning and cutting.

Directs general landscape and gardening operations, i.e. planting and transplanting trees, shrubs, bushes, grass, flowers etc. to develop attractive parks and grounds; oversees various fertilization operations and pesticide applications using dry and liquid chemicals.

Operates a variety of types of small and light equipment such as mowers, sod cutters, chain saws, pruning equipment, backhoe, loaders, trenchers, aeration tractor, and various hand tools; performs routine and regular maintenance on equipment to assure efficiency and safety.

Directs seasonal duties such as winterizing sprinkler systems to avoid freezing, flushes watering systems in spring, and repairs other equipment and facilities.

Trains laborers in equipment usage such as backhoe, loader tractor, gang lawn mowers, and landscape equipment.

Performs playing field maintenance and set up; readies fields using rakes and grooming equipment; lines fields identifying playing areas and boundaries.

Oversees general cleanup, maintenance, and repair of rest rooms, pavilions, playgrounds, picnic tables, benches, bleachers, ball fields and other facilities.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a standard senior high school;

AND

B. Six (6) years of progressively responsible experience in the maintenance, upkeep, and beautification of turf, parks, facilities and related environs;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge** of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, power overseeders, aerators, thatchers, welder, trimmers, etc.; landscape and sprinkler system design; flow pumps; of hazards and related safety precautions associated with equipment operations; of herbicides, fungicides, insecticides, and pesticides, and proper application of the same; of turf and greens management; of interpersonal communication skills.

**Skill in** the operation of various types of light equipment such as gang mower, front end loader, tractor, backhoe, etc., basic mechanics, basic electrical and plumbing operations, basic carpentry and masonry.

**Ability to** recognize and identify common weeds and pests; ability to recognize and identify diseases common to turf and greenery; ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects; effectively, perform various semi-skilled and skilled functions related to building maintenance; ability to communicate verbally and in writing; ability to develop effective working relationships with supervisor, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Utah State Commercial Driver's License (CDL). Certification through the National Arborist Association is desirable. May be required to be or become a certified "Master Gardner". Must be a State of Utah certified pesticide applicator.

4. Work Environment:

Incumbent of the position generally performs in a physically demanding environment. Tasks require variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)