

City of Orange City

JOB DESCRIPTION

JOB TITLE: Park Supervisor

REPORTS TO: Park and Recreation Director

PRIMARY PURPOSE:

The Park Supervisor will oversee the care, maintenance, and improvement of City parks, trails, and facilities. As well as the care for and maintenance of the equipment required to oversee these properties. Reporting directly to the Park and Recreation Director, as well as work cooperatively with the Assistant Park and Recreation Director, the Park Supervisor will be instrumental with ensuring the City of Orange City has safe, clean, and quality parks, trails, and facilities.

MAIN RESPONSIBILITIES:

1. Responsible for the maintenance of ground keeping equipment, playground equipment, shelter houses, City cemetery as well as other facilities or equipment as assigned.
2. Ensuring that parks restroom facilities are clean and equipped with the necessary supplies.
3. Responsible for set up and clean up of City shelter house rental facilities.
4. Will work directly with the Park and Recreation Director, as well as Assistant Director in the planting of bulbs, flowers, trees and grass.
5. Will make recommendations to the Park and Recreation Director concerning park improvement and planning for the park system's maintenance and improvements.
6. Supervising and leading part-time and seasonal ground keeping employees.
7. Snow removal from City grounds and recreation trails.

KNOWLEDGE, SKILLS, EXPERIENCE:

Understanding of carpentry, plumbing, basic electrical wiring, painting, basic equipment maintenance and service. Ability to perform tree maintenance, flower planting, landscaping, as well as turf maintenance. Ability to operate mowers, skid loader, pay loader, and side by side vehicles. Ability to supervise and work with part-time seasonal employees, and the public. Experience in a related field such as construction, landscaping, or facilities management is encouraged, but not required.

PHYSICAL AND COGNITIVE REQUIREMENTS:

Requires heavy lifting for brief periods of time. Ability to lift and carry items, ability to sit or stand for long periods of time. Ability to shovel snow, push a lawnmower, operate a weed trimmer, climb up and down a ladder. Knowledge of tree-trimming techniques and ability to operate a gas-powered tree trimming saw and chain saw. Must possess a valid Iowa driver's license. Must have the ability to obtain a CDL Iowa driver's license.

WORK ENVIRONMENT

Indoor, outdoor in all four seasons, working with other City employees, part-time help, seasonal help with youth, as well as working with volunteers. Working weekends in all four seasons on occasion.

Exposed to oil, dirt, water, sewage, and different types of chemicals. Exposed to weather extremes. When necessary, may need to enter confined spaces and heights.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.