



## Job Description

**Job Title:** Parks Supervisor  
**Reports To:** Parks and Recreation Director  
**FLSA Status:** Non - Exempt  
**Department:** Parks

### **DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Maintains and cares for parks and open space areas, including athletic fields, trails and natural areas

Assists in setting up and taking down equipment for various park and recreation programs, prepares athletic fields for public use and game day activities including but not limited to: painting lines on athletic fields, flags and goal preparation, field manicuring beyond general mowing and trimming

Assists in planning, preparation, event day activities, clean-up and closing of all park and/or city community events

Plants and maintains grass, shrubs, and flowers

General tree maintenance including planting, mulching, staking, pruning, trimming, removal and debris clean-up

Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's parks and open spaces

Inspects, washes, cleans and performs routine maintenance of park drinking fountains, picnic tables, barbeque grills, restroom facilities, picnic shelters, the lake pier, docks and playground equipment

Weekly or as needed emptying of park trash cans, general collection and disposal of solid waste from park facilities and grounds; picks up litter and debris from park grounds and trails, premises

Sweeps, washes, paints and repairs or replaces vandalized park property

Installs and maintains goal posts and nets for sports facilities, including soccer, volleyball, basketball and additional sports as needed

Opens, closes, locks and unlocks park and/or city facilities as needed.

Oversees and coordinates athletic field maintenance and preparation, including usage and maintenance schedules of athletic fields and facilities

Assists in projecting, calculating, and securing needs for equipment, materials and supplies

Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services

Inspects park and open space services provided by contractors or vendors for compliance with performance standards, project specifications and contract requirements

Assists in the training and/or supervision of lower level employees or community service workers as assigned

Improves work methods to accomplish assigned work.

Prepares and maintains daily, monthly, and annual reports, records and work orders as assigned.

Responds to public inquiries; provides information within the scope of knowledge and position.

Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work

Performs routine preventative maintenance, basic repairs and ensures proper working condition on lawn equipment, tractors, power tools and hand tools

Operates tractors, mowers, trucks, backhoes, bobcats, and other equipment as needed

Maintains current skills and knowledge in the proper and safe techniques of grounds, parks and athletic field maintenance functions

Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work

#### **PERIPHERAL DUTIES:**

Serves as a member of various city employee committees, as assigned

Assists with recreational program/league supervision as needed

Removes snow and ice from City streets during inclement weather

#### **MINIMUM QUALIFICATIONS:**

Education and Experience:

- A. Bachelor's degree in parks and recreation, sports management, turf management or related field;
- B. Enrolled in a higher educational institution majoring in parks and recreation or a related field supplemented by two (2) years of experience in parks, recreation, or related field; or
- C. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- D. Must possess and maintain a valid Missouri driver's license.

Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of equipment, materials, and supplies used in parks, recreation and athletic field maintenance; Working knowledge of equipment and supplies used to do minor repairs; Working knowledge of first aid and applicable safety precautions; Working knowledge of specialized turf care and sports field care.
- B. Skill in operation of listed tools and equipment.
- C. Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.
- D. Ability to teach and lead classes approved by the Director which are beneficial to the operation of the Department.

Preferred Licenses or Certifications

- A. Valid state driver's license with a Commercial Driver's License endorsement.
- B. Herbicide applicator's license and pesticide applicator's license.

C. CPRP (Certified Parks and Recreation Professional)

**ADDITIONAL DUTIES:**

Performs other related duties as required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions; extreme cold (non-weather) and extreme heat (non-weather). The employee is frequently exposed to wet or humid conditions (non-weather) and work near moving mechanical parts. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; work with chemicals; work with power tools and mechanical equipment in which safety precautions must be made. The noise level in the work environment can be very loud.

*The City of Peculiar, Missouri is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Peculiar will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*Must possess and maintain a valid Missouri driver's license. Applications are available online at [www.cityofpeculiar.com](http://www.cityofpeculiar.com) or you may access one at Peculiar City Hall. Please send your resume and application to City of Peculiar, 250 S. Main St. Peculiar, MO 64078, Attn: Human Resources. Applications will be accepted until November 13, 2015 at 5:00pm.*