



POSITION	Parks & Facilities Supervisor	REPORTS TO	Parks & Recreation Director
DEPARTMENT	Parks & Recreation	EXEMPT	Non-Exempt
EFFECTIVE DATE	09/12/2022	REVISED DATE	09/12/2022

DESCRIPTION

PARKS & FACILITIES SUPERVISOR

SUMMARY

Supervisory field and office work in directing subordinate staff and/or performing skilled and semiskilled labor which includes work in maintenance and operations of parks, athletic turf and ornamental landscaping, equipment operation, construction, facility maintenance and inspections, irrigation work, providing customer services to park patrons, and other assignments to areas of service within the Village of Indiantown Parks and Recreation department.

Reports to the Parks and Recreation Director and/or designee.

Performance is evaluated by observing results obtained and adherence to policies and procedures, work in progress, written reports and management of diverse, fast-paced, dynamic tasks and priorities.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position:

- Requisitions and inventories materials and supplies for the operation and maintenance of the parks.
- Performs manual labor duties of Park Rangers and other staff.
- Provides data on projects planned and equipment needed to assist in budget preparation.
- Prepares periodic reports on all phases of park operations.
- Provides direct supervision and training to subordinate park personnel.
- Evaluates performance, makes merit recommendations, and provides input into employee selection decisions and disciplinary actions.
- Provides direction and information to contractors/ staff working on repair projects.
- Monitors contract compliance and works with contractors to ensure all work is complete, thorough, and acceptable.
- Supervises Park Rangers and other staff and supervises proper completion of daily work management reports and completes employee and park patron accident and incident reports.
- Inspects Park lands, playgrounds, structures, and other park facilities for potential safety hazards.



- Ensures adequate and timely surveillance of facilities to remove and or repair any potentially hazardous conditions
- Oversees minor repairs, maintenance, and needed updates to facilities outside of the Parks & Recreation Department on an as needed basis.
- May work weekends, nights, and holidays for special events and declared emergencies
- Performs related work as required and other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines:

Preferred candidates will have a combination of experience, education, and/or training that would likely produce the knowledge, skills and abilities required to perform the necessary work.

Education: High School Diploma or equivalent required. Associates Degree or higher in Park Management, Landscaping, or closely related field preferred.

Additional qualifying education and/or experience which provide the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

Experience: Minimum of one (1) year experience in park management or supervision with a strong background and responsible experience in grounds/facilities maintenance and athletics. A minimum of one (1) year of experience in facilities maintenance, athletics or playground maintenance is required. Previous supervisory and local government experience, especially in Parks & Recreation, is highly preferred. Must possess a valid Florida driver's license upon hire and maintain throughout the length of employment with the Village of Indiantown.

KNOWLEDGE, SKILLS, AND ABILITIES:

(Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Significant knowledge of the operational and maintenance requirements of park facilities and equipment.
- Knowledge of safety and precautionary measures.
- Knowledge of the principles, practices, and techniques of park management.
- Knowledge of pesticides and their application.
- Ability to plan, organize and direct the work of subordinates in a variety of park occupations.
- Ability to interact with the public effectively and tactfully.
- Ability to maintain complete and accurate records.
- Ability to prepare and submit detailed reports of park operations.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to use and be familiar with computer software programs including Microsoft Office, Excel, etc.



- Ability to perform tasks requiring physical strength and endurance occasionally under adverse weather conditions.
- Ability to establish and maintain effective working relationships with fellow employees and deal tactfully and diplomatically with the general public.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess a valid Florida driver's license upon hire and maintain throughout the length of employment with the Village of Indiantown.
- Certified Playground Safety Inspector (CPSI) designation preferred.
- Florida Limited Lawn and Ornamental Pesticide Applicator license a plus.

WORKING ENVIRONMENT

- Work is performed both in an indoor temperature-controlled office environment, with typical office noise, and outdoors, subject to uncontrolled environmental conditions. Position frequently requires travel to other locations and is subject to contact with the public, sometimes voicing objections or complaints.

PHYSICAL AND MENTAL DEMANDS

Emotional/Psychological:

- Frequent decision-making and multi-tasking required; occasional to frequent working alone; and occasional to frequent contact with the public, vendors, and elected officials, sometimes encountering angry or upset patrons or citizens.

Mobility:

- Frequent standing or sitting for extended periods; frequent walking; frequent driving; occasional pushing/pulling; occasional bending, kneeling, squatting, climbing, and crawling. Occasional lifting up to 50 pounds.

Dexterity:

- Frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding, and reaching.
- Frequent use of tools and machinery for facilities maintenance.

Vision:

- Constant use of good overall close and distant vision.
- Frequent use of color perception, hand/eye coordination, depth perception, and peripheral vision.

Hearing/Talking:

- Frequent hearing/talking to others on the telephone and in person; frequent hearing of faint sounds and occasional hearing of loud sounds.



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PROBATIONARY PERIOD

This position is subject to the successful completion of a six (6) month probationary period.

VILLAGE EXPECTATIONS

Certain essential village services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, **any and all** employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Accepted by: _____

Date: _____

Signature: _____