

POSITION: PARKS SUPERVISOR

Reports to: Public Works Director

FLSA Status: Exempt

SUMMARY: The Parks Supervisor is hired by the City Council and performs manual work of a semi-skilled nature involving the operation of various types of administrative and professional work planning, organization and management of city parks and grounds operations. Position has considerable responsibility in recommending, overseeing, and performing the upkeep, upgrade, construction, and/or renovation of parks facilities and public grounds, as needed. Duties are frequently routine but are normally performed with some degree of independence under supervision of the Public Works Director.

ESSENTIAL FUNCTIONS:**Duties and Responsibilities**

- Operates light and heavy equipment including but not limited to city vehicles, trucks, tractors, power mowers, snowplow, dump truck, backhoe, front-end loader and similar equipment.
- Assists in the planning, organization, and implementation of City parks goals and objectives; assists in the formulation of parks department policies and procedures.
- Plans, prioritizes, and performs maintenance, repair and development activities, coordinates renovation, construction, and development projects.
- Manages community parks and facilities and ensures the safety and cleanliness of park equipment; maintain and cleans park grounds and facilities and submits recommendations on the upkeep, construction, and/or renovation of parks.
- Participate in the development and implementation of City-wide special events.
- Serves as project supervisor for parks projects and monitors facilities improvements and consults with contractors to ensure safety, cost effectiveness, aesthetics, and compliance with City policies.
- Researches and evaluates existing facilities and park grounds to ensure the safety, general welfare, and enjoyment of the public.
- Attends and participates in monthly Park Board meetings and events.
- Manages and maintains City compost site, including special permits and state compliance and staffing.
- Manages and maintains City owned trails and walking/bike paths.
- Manages cleaning and maintenance of drainage ways, detention, and retention ponds.
- Performs maintenance, cleaning and repairs of city vehicles, equipment, streets, park facilities, City buildings, and other City facilities and performs installation and maintenance of irrigation systems
- Performs general city grounds maintenance to include lawn care, mowing, trimming or removing of trees and spraying pesticides and herbicides.
- Performs snow and ice removal including plowing, sanding, loading trucks, hauling snow on city streets, sidewalks, and trails.
- Always Presents professional appearance and attitude; maintains a high standard of customer service.
- Assists in any other work as directed by the Public Works Director.

2. Public Relations

- Provide information to the public as needed
- Respond to customer inquiries, complaints and concerns
- Represent the City as required in meetings with federal, state, and local officials

OTHER FUNCTIONS:

- Perform other duties, projects and tasks as may be required by the Public Works Director and assist to ensure the success of City operations and services.
- Ability to research and assist with grant opportunities

QUALIFICATIONS AND REQUIREMENTS:**Education and Work Experience**

- Graduation from high school or GED certification.
- Experience in general maintenance operations and light and heavy equipment operations.

2. Skills, Knowledge and Abilities

- Knowledge of the occupational hazards connected with chemical sprays, chlorine, machinery, electricity, and general maintenance and construction operations.
- Knowledge of street, parks and public grounds maintenance.
- Knowledge of storm sewer systems.
- Knowledge and mechanical ability of tools and methods used in making minor carpentry, plumbing, electrical, painting, and equipment repairs.
- Knowledge and ability of correct operation of trucks, tractors, loaders, and other power-driven equipment.
- The ability to establish and maintain effective working relationships with coworkers and the public.
- Ability to follow routine verbal and written instructions.
- Ability to express ideas clearly, both verbally and in writing.
- Ability to work both independently and in a team environment.
- Knowledge of office technology and use of applications including Word, Excel, e-mail and internet.
- Must have effective interpersonal skills, with the ability to adapt to various situations and people

3. Physical Capabilities

- Work is primarily performed outdoors
- Ability to perform heavy manual labor; including lifting up to 50+ pounds, stooping reaching, standing, sitting, walking, pushing, pulling, working aloft and withstanding exposure to variable weather conditions as may be required.
- Exposure to direct sunlight of extended periods of time is likely
- Requires some travel to business meetings, conferences or worksites
- Must be able to operate normal office equipment.

4. Additional Requirements

- Safe valid driver's license and a current CDL or ability to obtain one
- Ability to obtain certifications as required including but not limited to spraying licenses (G, 4, 9) and CPSI

NOTE:

- The City of Harrisburg is an Equal Opportunity Employer and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the Americans with Disabilities Act, the City of Harrisburg will consider reasonable accommodations for qualified individuals with disabilities.
- This position description is intended to provide a comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of the Finance Officer at any time.

ACKNOWLEDGEMENT:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Employee

Date

I have reviewed this position description with the individual identified above and will do my best to provide effective direction and support so this employee can be successful in his/her performance.

Supervisor

Date