



JOB DESCRIPTION: Supervisor of Parks and Recreation – Parks & Recreation

JOB TITLE: Supervisor – Parks & Recreation Department

HOURS: This Supervisory position is a Seasonal position. Required workweek will be Sunday – Saturday, includes nights and weekends as necessary for night ballgames and weekend tournaments. Maximum work hours per workweek will be up to, but not exceed 35 hours per workweek. Proper planning of workweek hours is necessary to accommodate activities at the park.

OBJECTIVE:

Plans, promotes, organizes and administers public Parks and Recreation service for the entire community, under policies established by public managing authority.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Receives immediate supervision from the Public Works Supervisor.
2. Directs: Supervises Park Maintenance employees.
3. Attend: Park, Recreation and Tourism Commission monthly meetings

GENERAL STATEMENT OF DUTIES:

This is a supervisory position engaged in the overall direction of the operation, management, and improvement of parks and recreation programs, activities and facilities in order to optimize community participation. Provide an excellent mix of opportunities for all ages and maintain attractive facilities within the guidelines of local and state laws, safety standards, and the Village of Lake Hallie policies and procedures. Reports to the Public Works Supervisor, and works with co-workers, elected officials, civic organizations, volunteers, media, and the public to achieve successful departmental results.

EXAMPLES OF WORK:

1. Direct the overall planning, operation, and management of department programs and facilities;
2. Lead department employees with an emphasis on employee development, teambuilding and innovation and outstanding customer service;
3. Ensure safe, clean and customer-focused parks facilities and recreational activities;
4. Budget and account for all revenue and expenditures for the department, and identify opportunities for efficiencies;
5. Engage the public in active participation in parks programs and build community support and partnerships, with schools, civic associations, sports associations, nonprofits and other stakeholders.
6. Operate mowers, tractors, vehicles and other small equipment;
7. Utilize a variety of hand and power tools in park landscape maintenance work;
8. Assist in routine maintenance of such equipment;
9. Prepare and maintain athletic fields and related facilities;
10. Clean restrooms and pick up litter around parks and medians;
11. Maintain and repair the irrigation system;
12. Water, repair and fertilize lawns, plant and prune trees and shrubs, rake leaves and clean walks, fields, courts and other facilities;
13. Perform general maintenance, construction and repair of park and recreational facilities;
14. Maintain records of fertilizers and chemicals used;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general construction tools and equipment with safe work practices.

The ability to perform general construction and maintenance activities; perform heavy manual labor; learn to operate a variety of construction and maintenance equipment; understand and carry out oral and written directions; establish and maintain effective working relations with those contacted in the course of work.



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REQUIRED CERTIFICATES AND LICENSES: Valid Wisconsin motor vehicle operator’s license.

COMMUNICATION SKILLS: Ability to write, read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

1. Perform manual labor including lifting heavy weights, stooping, bending and twisting;
2. May assist in other sections of the department as necessary; and
3. Perform other such duties as may be assigned.

Essential Physical Demands

Must be able to sit or stand for long periods of time. Must be physically able to frequently grasp, grip, pull, push, twist, and lift an average of 35-50 pounds.

Administrative duties	Approximately 25% of the time
Fixing/Repairing/Maintenance duties	Approximately 75% of the time
Walking	Frequently
Prolonged standing	Frequently
Bend/twist/stoop	Frequently
Squat/Kneel	Frequently
Pushing/Pulling	Frequently
Overhead work/Reach above shoulder level	Occasionally
Lifting/Carrying 11-20 lbs.	Frequently
Lifting/Carrying 21-50 lbs.	Frequently
Lifting/Carrying > 50 lbs.	Occasionally
Operate or work near moving machinery	Frequently
Driving Automotive equipment	Occasionally
Working with dust	Frequently
Working with chemicals	Occasionally
Eyesight, including near acuity and depth perception	Frequently

General Sign Off:

This job description describes the general nature and level of work performed by an individual assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Public Works Supervisor. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Signature: _____

Date: _____