Human Resource Use Only	
Position Number:	
Step/Grade	
Effective Date:	

Job Description

POSITION IDENTIFICATION

Position Title:	Parks Supervisor
Department:	Parks & Recreation
Status:	Full-Time Exempt
Workweek:	Monday – Friday, evening meetings as required

SUPERVISORY RELATIONSHIPS

Reports to:	Director of Parks & Recreation
Directly Supervises:	Parks Administrative Support Specialist, Parks Laborers, Zoo Staff

POSITION PURPOSE

The Parks Supervisor supervises crews in the operation and maintenance of the Parks. This is a supervisory position requiring mature judgement, detailed planning ability and the ability to redirect staff as priorities change. Supervision is exercised over a number of skilled and semi-skilled laborers. This position includes duties (including repetitive manual work) in the maintenance, operation and development of city-owned parks and the zoo. The employee must be capable of hard physical labor and should have a thorough appreciation of the occupational hazards and understanding of the appropriate safety measures required for the work. The employee must possess the ability to maintain professionalism and collaborate with the public, employees, and management. Responsible for after-hours incidents for all of the Parks and Recreation operations, including those not listed here. General assignments are received from the Director, but employees in this class are expected to exercise judgement in selecting work methods and in planning details. The Parks Supervisor reports to, and receives administrative guidance from, the Parks and Recreation Director and is expected to carry out most duties of this position independently.

ESSENTIAL DUTIES

- Assist the Parks and Recreation Director in preparing the departmental budgeting, capital improvement planning, contract preparation, equipment specifications, and personnel recommendations including hiring, discipline, and policy implementation
- Project management for the parks and facility projects is exercised over all aspects of this position
- Provide operational reports, performance updates, and recommendations regarding projects, complaints, and department effectiveness
- Plan, coordinate, schedule, and supervise the operation and maintenance of parks, boulevards, athletic fields, playgrounds, the zoo, and other special facilities.
- Formulates rental rates for parks equipment and facilities
- Supervise and train work crews, including full-time employees and seasonal employees in proper work techniques and procedures in the operation and maintenance of equipment
- Assign daily work and equipment; schedule overtime and training; approve timesheets and leave requests; and inspect completed work
- Establish, implement, and enforce work rules, operational procedures, safety programs, and department policies in compliance with federal, state, local, and CVMIC guidelines
- Coordinate and oversee contractors, vendors, RFP processes, and contracted projects; collaborate with community partners and law enforcement as needed

- Oversee inspections and maintenance of parks, playgrounds, facilities, buildings, equipment, and City-owned sports amenities; develop maintenance schedules and assign crews for repairs and replacements
- Operate and oversee the operation and maintenance of all departmental equipment including managing inventory and ordering materials, supplies, tools, and janitorial items
- Maintain accurate records of departmental activities, personnel, assets, and services
- Respond to staff and citizen inquiries, suggestions, and complaints, and investigate issues and take or recommend appropriate action

OTHER DUTIES

- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education	High School Diploma or equivalent; technical training relative to the position, or the equivalent combination of experience and training which provides the required knowledge, skills and abilities, as determined by the City.
Experience:	Thorough knowledge of methods, practices, equipment, tools, materials, and supplies used in park and related operations. Good knowledge of occupational hazards. Supervisory experience preferred.
Certifications/Licenses:	Must possess a valid Wisconsin Driver's License. Commercial Driver's License preferred.
Other Requirements:	

KNOWLEDGE, SKILLS, & ABILITIES

Demonstrate comprehensive knowledge of proper operation of departmental equipment, exercise good judgment in directing daily work assignments, supervising skilled and semi-skilled workers, and ensuring tasks are completed in accordance with City and Department policies., Maintain dependability, and communicate effectively with the staff and the public, including the ability to present information clearly and resolve conflicts using sound problem-solving strategies.

Possess strong awareness of occupational hazards and necessary safety precautions, with the ability to safely operate and instruct others in the use of tools and equipment. Proficient in basic computer applications and capable of completing required documentation, evaluations, and routine paperwork accurately.

Able to read and interpret safety rules, operating instructions, blueprints, government regulations, procedures manuals, and various written or diagram-based instructions. Demonstrates mathematical competency, including performing calculations using whole numbers, common fractions, and decimals, ability to calculate areas, circumference, and volume, and the ability to apply concepts of basic algebra and geometry.

Must have the ability to maintain poise and respond in a respective manner to the public under pressure situations, ability to apply situational reasoning ability by exercising good judgement in the

implementation of work orders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

BACKGROUND CHECKS

Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein 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.

Manual Dexterity:	While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb, balance, smell and may be required to work in high places.
Physical Effort:	Must be physically able to perform any and all duties of personnel in Parks. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds. Use of an air hammer sometimes results in repetitive motion.
Working Conditions:	The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations. Must be capable of working long hours in adverse weather conditions. In the performance of this position, the usual climate will be the outdoor environment. Work outdoors will expose the employee to weather conditions such as extreme cold, extreme heat, wet and/or humid conditions, and toxic or caustic chemicals. The employee occasionally may be required to negotiate semi-rough and rough terrain. The noise level is generally moderate but may be quite loud depending on equipment used or work being done in the area. The employee is frequently exposed to moving mechanical parts and vibrations and may be exposed to fumes and airborne particles.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.