

**Jefferson County, West Virginia  
Park Manager Job Description**

<b>Position Title:</b>	Park Supervisor	<b>Grade Level:</b>	4
<b>Department</b>	Parks, Recreation Department	<b>Date:</b>	1/18/21
<b>Reports to:</b>	Parks & Recreation Director	<b>Salary</b>	\$45,000- \$50,000

**Statement of Duties:** Under direction from the Parks and Recreation Director, supervises and leads Maintenance Department staff by example. Participates in the construction, maintenance and repair of the park grounds, facilities and landscaped areas. Plans, coordinates, assigns and supervises the work of various crews involved in the Parks Department. Provides technical staff assistance, and performs related work as required.

**Supervisory Responsibility:** Lead, guide and motivate Parks maintenance staff. Supervise, assign and perform a full scope of Parks and Landscape Maintenance work. Effectively plan and prepare by arranging or scheduling appropriate personnel, equipment and materials necessary for parks maintenance and projects. The Park Manager position is distinguished from other parks maintenance positions in that it provides the full front-line supervision over subordinate personnel, and is accountable for the efficiency of assigned crews and the timely completion of projects in accordance with Departmental policies, guidelines, and schedules. They are expected to handle both routine and unusual problems related to department activities and maintain a high level of expertise in park maintenance and management. The Park Manager also has administrative and technical writing responsibilities. The Park Manager has overall functional responsibility for planning, supervising and evaluating department work and personnel respectively.

**Confidentiality:** The employee may have access to confidential information such as client records and department personnel information.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may result in, adverse public relations, monetary loss, personal injury, and legal repercussions to the County.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work, and in some cases, may require additional interpretation. Independent judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the situation.

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**Work Environment:** The work environment involves regular exposure to extreme heat and cold and inclement weather conditions. Noise or physical surroundings may be distracting. The employee participates in park maintenance activities, sometimes during inclement weather. The employee may be called during off duty hours to report for work or coordinate work activities during emergency situations.

Must be able to perform heavy manual labor associated with assigned maintenance tasks, which may include safely lifting and moving objects weighing up to 100 pounds.

**Nature and Purpose of Public Contact:** Position interacts with co-workers, the public and external contacts such as vendors, or representatives from other local organizations to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems as they occur. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative persons who are participants in department-sponsored activities or events or using park facilities.

**Occupational Risk:** Injury could occur through employee failure to follow safety precautions or procedures.

**Essential Functions:**

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Make area and volume calculations necessary for generating report and carrying out the Department's Turf Management, Landscape and Parks Maintenance programs.
2. Responsible for maintaining, enforcing and in some cases, creating? the duties and responsibilities of the Department's Safety and Training Programs.
3. Provide written reports and perform a variety of personnel and administrative actions, including scheduling, training, interviewing, cost estimating, and drafting performance evaluations.
4. Provide as needed input on the selection, dismissal, transfer, and disciplinary actions of employees.
5. Provide quality assurance and control by inspecting new installations and repair work during installation and completion.
6. Coordinate work projects with other Departments, private contractors and public agencies and monitor the work of contractors.
7. Prepare requisitions and purchase orders. Prepare job cost estimates. Assist in developing, administering, and monitoring Department budget.
8. Identify, evaluate, recommend and provide corrective action for agronomic, construction,

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- mechanical and/or landscape maintenance and repair problems.
9. Monitor stock of supplies and materials, and notify the Director of purchasing needs.
  10. Maintain daily records and determine equipment, personnel, and material needs used for maintenance systems and projects.
  11. Respond to citizen inquiries and complaints regarding Park, Landscape and Maintenance operations.
  12. Coordinate emergency and special assignments with other county departments.
  13. Conduct playground inspections.
  14. Other duties as assigned.

**Recommended Minimum Qualifications:**

**Education and Experience:** College degree in Parks & Recreation Facility Management or a related field preferred. Three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** First Aid and CPR Certification; Valid driver's license and clean driving record.

**Knowledge, Abilities and Skills**

**Knowledge:**

1. Landscape, Agronomic and Horticultural practices, terminology and procedures involving equipment, materials, installation, maintenance, construction and repair as it relates to the Parks and Landscape industry.
2. Operation and maintenance of power-driven landscape and mowing equipment.
3. Principles and practices of supervision and training.
4. Safe and efficient work practices.
5. Horticultural/Landscape chemicals, safe and proper chemical application practices and techniques.
6. Purchasing procedures, forms, and budget practices.
7. Methods of estimating time, cost, and equipment necessary to perform assigned work.

**Abilities:**

1. Identify plant material, weed and pest species.
2. Effectively supervise, train, motivate, evaluate, assign, coordinate and schedule the work of maintenance personnel.
3. Communicate effectively, both orally and in writing utilizing terminology and technical expertise required in the Landscape, Parks and Horticultural industry.

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4. Read and interpret blueprints, diagrams, and construction drawings.
5. Maintain accurate and up-to-date records.
6. Effectively manage time and projects.
7. Understand priorities and meet completion deadlines.
8. Operate a variety of field maintenance equipment in a safe and efficient manner.
9. Establish and maintain effective working relationships with employees, government officials, contractors and the general public.
10. Identify, trouble shoot and successfully correct a wide range of park construction, installation , landscape, and equipment challenges, including but not limited to: drainage, irrigation, erosion control, soil, turf, ground cover, weed, disease, pest, shrub and tree management, playground repairs, etc.
- 11 .Maintain a high level of expertise in Park and Landscape maintenance, terminology and management.

**Physical and Mental Requirements**

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 position's essential functions.

**Physical Demands**

Requires some agility and physical strength to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be frequent lifting of objects.

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing, filing, sorting, and operating a motor vehicle.

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