



CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

Title: Parks Facilities Supervisor

Department: Parks & Recreation

GENERAL PURPOSE

Performs professional maintenance management in the overseeing of assigned Parks & Recreation facilities. Oversees concession, facility maintenance and operations at Byerly Park.

SUPERVISION RECEIVED

Under general guidance, reports to the **Parks & Recreation Manager**.

SUPERVISION EXERCISED

Supervises temporary personnel, activities and volunteers and other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, directs, coordinates, and monitors the landscape design, development, and maintenance programs Byerly Park, right-of-ways, entryways, and garden areas; maintains sprinkler systems and irrigation systems as required.

Plans, develops, promotes, supervises and/or coordinates recreation and concession activities; ensures proper maintenance of all equipment used in preparing food; proper inventory of food products and related supplies; recruits, trains and maintains properly qualified concessions workers; ensures all applicable licenses and certificates are maintained.

Inspects and schedules maintenance for all park facilities. Troubleshoots all facility & maintenance issues.

Responsible for the master field schedule.

Assist in tournament recruitment.

Responsible for working weekend tournaments and special events as assigned

Assists the Crew Supervisor with ballfield maintenance during league and tournament games.

Makes recommendations and assists with pertinent maintenance equipment needs and/or changes.

Assists in preparing budget requests; trains and organizes schedules to efficiently operate facilities.

Enforces policies, regulations, and safety standards. Refers to policy and procedure manuals, safety, equipment manuals.

Takes appropriate steps to ensure the safety of all citizens that utilize City Parks & Recreation facilities.

Assists in responding to public and participant maintenance inquiries, concerns and complaints.

Receives and reviews various records and reports including cost reports, financial reports, inspection reports, maintenance requests, memos, and correspondence.

May work days, evenings, or weekends according to the business need; may be on-call for emergency situations.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

PERIPHERAL DUTIES

Opens and closes facility at appropriate times.

Assists other divisions/departments and agencies in the planning and execution of activities and events.

Performs other related duties as assigned to meet organizational goals.

May serve on various employee committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a) Associate degree in golf course management, agronomy, or related field preferred; and
- b) Three (3) years of progressively responsible supervisory experience in tree/landscape planning and maintenance; or
- c) Any equivalent combination of education and experience, which provides the necessary knowledge, skills, and abilities.

Necessary Knowledge, Skills and Abilities:

- a) Thorough knowledge of: parks and recreation and food services or concession management; types, uses and applications of tools and equipment; occupational hazards and safety precautions; parks and recreation programming and event planning; general construction and renovation and facilities and grounds maintenance.
- b) Skill in: delivering appropriate customer service; operating the listed tools and equipment.
- c) Ability to: develop daily, short and long range goals related to area of responsibility; follow oral and written instructions; communicate effectively; work in all types of weather; schedule work activities to meet established time-tables.

SPECIAL REQUIREMENTS

Must possess:

- a) Certifications in CPR and First Aid.
- b) Must obtain ServSafe certification within first 3 month of employment
- c) South Carolina Driver's license

TOOLS AND EQUIPMENT USED

Operates and maintains equipment including lawnmowers, sprayers, blowers, weed eaters, edgers, chainsaws, pruners, chippers, back pack sprayers, aerial lift truck, motor vehicle, a variety of equipment found in a landscape and tree trimming and pruning activities, hand and power tools, first aid equipment, computer, fax, printer, copier, calculator, two-way radio, telephone, and other related tools and equipment.

PHYSICAL DEMANDS

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 essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and /or move up to 75 pounds to lift, carry, push, pull or otherwise move objects; over 75 pounds requires a material handling device. Specific vision abilities required by this job include close and distant vision, the ability to adjust focus; the ability to differentiate between colors and shades of color.

Must have the ability to climb trees using rope and saddle, work at considerable heights and tight spaces, lift, straddle, bend, and perform work requiring manual dexterity. Requires the ability to stand/walk for extended time, lift up to 75 lbs. On a regular basis, bend, stoop, push, pull, and work in adverse weather conditions

WORK ENVIRONMENT

The work environment characteristics described here 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.

While performing the duties of this job, the employee normally works in an outdoor environment with exposure to weather elements and to caustic chemicals and occasionally in an office environment.

The noise level in the outdoor environment is moderately loud and in the office environment usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustration of the various types 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.