



WARREN COUNTY PARKS AND RECREATION  
DEPARTMENT  
PARK SUPERVISOR JOB DESCRIPTION

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- I. **Qualifications:** A candidate applying for this position should have a minimum of two years experience with landscaping and ball field maintenance. They should have a college degree in Parks and Recreation Maintenance Operations or related field. Extensive outdoor work is required.
- II. **Pay Scale / Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical insurance, dental insurance, and vision insurance is available to all employees after a 60-day probationary period (employee is responsible for paying a percentage of this cost).
- III. **Job Descriptions:** The individual hired for this position will be responsible for the following duties and tasks:
1. Maintaining ball field complex areas, including mowing, trimming, weed control, fertilizing, irrigation control and maintenance of various field areas, cleaning of all public walkways, parking lots, restroom facilities, bleachers, score box, concession, and other associated park infrastructure.
  2. Mulching of playground and various landscaped areas throughout the park.
  3. Working a diverse night, weekend, and daytime work schedule within a 40-hour work week to meet the recreational needs of the community. Split-day schedules may be necessary.
  4. Operating various pieces of equipment, including large, small, zero turn style commercial tractors, mowers, trimmers, backpack blowing units, field maintenance equipment, and various hand tools.
  5. Maintaining all ball field areas, including filling in various holes, keeping infield and warning track areas free of weeds and debris, dragging/raking fields with various tools and chemical products to ensure that playing surface is safe and playable for all patrons.
  6. Operating and controlling irrigation control system and using various chemicals and products on fields.
  7. Enforcing all department rules and regulations.
  8. Completing work orders assigned by administrative staff of department in a timely and efficient manner.
  9. Working with various other part-time and full-time staff to ensure that daily work goals/assignments are completed.
  10. Completing various projects including tree removal and installment of new shrubs and trees throughout the park, watering various landscape areas, mowing and maintaining entire park areas, mulching, small masonry and carpentry tasks, and maintaining various walking trails associated with park facility.
  11. Filling out various work completion reports, accident reports, and incident reports.
  12. Enforcing all field playability standards and weather policy.
  13. Completing various small mechanical repairs, including minor plumbing, electrical, masonry, and carpentry repairs.
  14. Cleaning restroom facilities and all trash receptacles repeatedly throughout an assigned shift.
  15. Working with various leagues and tournament groups to ensure that all aspects of their events run smoothly during their scheduled activities.
  16. Understanding and agreeing to comply with WCPRD Employee Handbook and Warren County Policy and Procedure Manual.

By signing below I agree to complete the assigned tasks above and also fully understand that I may be asked to do other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

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WCPRD Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director WCPRD Signature

\_\_\_\_\_  
Date