



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Landscape Maintenance Supervisor (entry level position, non-managerial)
II. Organization Unit: Downtown Properties and Assigned Areas of Warren County Regional Parks
III. General Summary: Landscape Supervisor is under direct supervision of the Landscape Manager and/or other management staff as assigned by Director.
IV. Qualifications: High school diploma (preferred); 2-4 years college experience (preferred); team player and positive attitude, basic computer skills, good written and oral communication skills, willingness to learn, experience with and knowledge of mowers/landscaping equipment and sports turf (preferred).
V. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire.
VI. Employee Classification: Non-Exempt
VII. Essential Job Functions: 1. Assist Landscape Manager in various daily, weekly, and monthly routine (and preventative) job assignments. 2. Assist in all landscaping, pruning, planting, trimming, mulching, irrigating, rocking, mowing, weed maintenance, and other ground maintenance operations including trees and shrubs in the Downtown Maintenance District, Shanty Hollow Districts areas of responsibility, and assigned areas of WCPRD regional parks.
VIII. Special Work Conditions: Indoor/outdoor work; weekend/night work required. Transport and direct supervision of inmates is required.
IX. Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date