



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** Park Supervisor (entry level position, non-managerial)
- II. **Organization Unit:** Operations - Facilities Divisions – Park
- III. **General Summary:** Park Supervisor is assigned to a facility and will be under the direct supervision of the Park Manager and/or other management staff as assigned by Superintendent. The Park Supervisor will be required to complete various operational and programming tasks, special event assignments, and maintenance duties.
- IV. **Qualifications:** High school diploma or equivalent (preferred). Excellent customer service skills (preferred). WCPRD is an equal opportunity employer.
- V. **Special Work Conditions:** Indoor/outdoor and weekend/night work required. Transport and direct supervision of inmates is required.
- VI. **Position Wage:** Beginning wage is \$30,000 annually. This is a full-time position. Medical, dental, and vision insurance plans are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost). Employee understands that regular wage increases are not guaranteed. Any wage increases will be approved by W.C. Fiscal Court and adhere to the policies of WCPRD.
- VII. **Employee Classification:** Non-Exempt
- VIII. **Essential Job Functions:**
1. Assist Park Manager/supervisor in various daily, weekly, and monthly routine (and preventative) job assignments
 2. Use various pieces of equipment effectively (including mowing, trimming, chainsaw operation, sod cutting, dirt excavation, ball field maintenance, SandPro, sanders, UTV, various hand tools)
 3. Daily ball field maintenance including mound, base and home plate repair, dragging, weeding, painting, inspecting.
 4. Daily custodial / grounds cleaning duties including cleaning restrooms, mopping floors, trash maintenance, parking lot/walkway, and dugout cleaning.
 5. Clean equipment / machinery on daily basis.
 6. Report any issues to management staff (vandalism, broken equipment, etc.).
 7. Assist with all playground maintenance, mulching, inspections, etc.
 8. Assist manager with monthly vehicle inspections.
 9. Perform landscaping/ground maintenance (tree trimming, shrub trimming, pruning, etc.).
 10. Paint fences and make minor repairs (as needed).
 11. Operate and maintain snow removal equipment (snowplows, blowers) during inclement winter weather events.
 12. Attend all mandatory meetings and complete all assigned trainings.
 13. Check and complete daily work assignments on current work order system and/or visual display boards.
 14. Abide by all posted work schedules and conform with all required scheduling rules and policies.
 15. Work effectively as a team with fellow employees to ensure a positive work environment is maintained.
 16. Complete all tasks and job assignments as requested by administrative or management staff.
 17. Work at assigned gym location to supervise programs/activities at various times throughout the year.
 18. Supervise patrons/public involved in various programs, special events, and activities in parks.
 19. Supervise Park Attendants in the absence of manager.
 20. Work with ice rink operations throughout winter months as requested by administrative/management staff.
 21. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
 22. Complete any other duties as assigned by the Park Manager or Superintendent.
 23. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- IX. **Verification of Understanding Position:** By signing this job description, I agree to perform the tasks outlined within and also fully understand that I may be assigned other work-related duties and responsibilities as directed by Director or Assistant Manager of WCPRD.

Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date