CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	**PARKS SUPERVISOR**	**CLASS: 104**
Department:	Parks & Recreation	
Date:	July 2, 2012	Title Revised: 1997
Reports To:	Parks Manager	Updated: 2012

General Statement of Duties

Under the direction of the Parks Manager, the Park Supervisor performs a variety of skilled and labor intensive tasks for the upkeep and maintenance of the public lands and recreational facilities operated by the Worthington Parks & Recreation Department. The Parks Supervisor must possess technical ability and/or knowledge in the maintenance of athletic facilities, buildings, landscape areas and playground equipment. The Parks Supervisor assists in the supervision of the Parks Technicians and Seasonal Workers in daily assignments and may assign routine and emergency work orders/tasks as required. The Parks Supervisor may perform these duties independently or with general guidance from the Parks Manager and/or Director of Parks & Recreation. Acts as Parks Manager in the Parks Manager's absence.

Essential Functions of the Position:

Coordinates the City's Street Tree program, Tree City USA, Arbor Day activities and works with the Arbor Committee;

Performs athletic court and field maintenance including dragging baseball and softball fields, laying out and marking of playing fields, seeding, fertilizing, aerating, mowing, inspecting and repairing of lighting and nets;

Maintains buildings including custodial duties and the upkeep of shelter houses and restrooms with painting, plumbing, light carpentry and electrical repairs;

Conducts horticultural care in the development, construction and preservation of planted areas and trees by proper pruning, planting, watering, mulching and weeding;

Assists with supervision of parks maintenance contractors;

Inspects and maintains all irrigation systems including controllers, valve and sprinkler operations and seasonal start-up and shut-down procedures;

Constructs and maintains playground areas through cleaning, raking and weeding of surfaces. Also performs regular scheduled inspections of structures and amenities;

Works with community groups and volunteers;

Sets-up and tears-down tables, bleachers, chairs and sound equipment for special events at various locations;

Operate motor vehicles and motorized equipment including trucks, tractors, mowers and construction equipment as applicable to the program, including snow removal from City parks, playgrounds and parking areas;

Operates a variety of power tools;

Maintains work records and employee assignments as required.

Knowledge, Skills and Abilities:

Ability to show good judgment and initiative in carrying out assigned tasks with a minimum amount of supervision;

Ability and willingness to work in inclement weather throughout the year;

Ability to properly use equipment for a sustained period of time in a safe manner and observe all personal safety procedures;

Ability to use tact and courtesy in dealing with the public and other staff while performing assigned duties;

Ability to perform labor related tasks as required for maintenance activities.

Ability to lift and carry 25 lbs. frequently, and up to 50 lbs. occasionally.

Ability to plan, supervise and coordinate the work of both Parks Technicians and Seasonal Workers;

Ability to react to change productively and to handle other tasks as assigned;

Minimum Requirements for the Position:

This individual must be a graduate from a standard senior high school course of study or its equivalent and possess at least two years of experience in the position of Parks Technician or equivalent.

Must possess a valid Ohio Driver's License and attain an Ohio Commercial Driver's License within six months of hire and an Ohio Applicator's License for Pesticides within ninety days of employment.

The 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.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 22-2012; Effective July 2, 2012