

City of Barnwell
Parks & Recreation Supervisor

Job Title: Parks and Recreation Supervisor

Department: Parks and Recreation

Reports To: Department Director

FLSA Status: non-exempt

Prepared By: HR

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Approved By: HR/Rec Dir/Admin

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Summary Full-time Position Under limited supervision, plan and implement social, recreational, and cultural activities. Perform semi-skilled work in the care and maintenance of parks, playing fields, and other landscaped and recreation areas; perform semi-skilled maintenance and repair to park facilities. At times, plan, coordinate and oversee a variety of recreational programs at assigned locations. Work is performed under the direction of the Director of Parks and Recreation. Daily work hours are varied depending upon seasonal and recreational activities. Some weekend work is required.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Buildings/Grounds Maintenance (50%)

Mows, trims, edges, fertilize and waters parks, playing fields and other landscaped areas.

Weeds, prunes, mulches, fertilizes, and sprays trees, plants and shrubbery.

Prepares soil for planting; seeds and resods lawn areas; plants trees, seedlings and shrubs.

Inspects assigned areas; corrects or reports safety hazards.

Cleans and maintains park grounds, athletic fields, paved areas and paths.

Paints, repairs and installs benches, swings, playground equipment and other park fixtures.

Grooms and prepares ball fields and other park facilities for public use.

Operates and maintains a variety of hand and power landscaping tools and equipment, including hand and power mowers, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, hoes, brooms and other tools.

Operates trucks, trailers and tractors with attachments.

Observes safe work methods and uses safety equipment; secures worksites from safety hazards as necessary; attends safety meetings.

Responds to questions and complaints from the public; carries out assignments in a non-disruptive manner in areas receiving heavy public use.

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Programs (45%)

Community Athletic Leagues - Youth Football, Youth Basketball, and various athletic programs

Adult Basketball, Adult Softball, Adult Flag Football and various athletic programs.

Initiate leisure programs based on demand and program sustainability.

Coordinate Community Special Events - Halloween Event, 5-K Turkey Trot fun run and other special community events. Holiday events: Candy Cane Hunt, Breakfast with Santa, and other specialty programs. Various age group Easter Egg Hunts

Daddy Daughter Sweetheart Ball, Evening/Additional programs

Serve as the coordinator, instructor or liaison for facility/departmental programs. Maintain rosters and attendance logs, set-up and break-down of tables, chairs, etc.

Youth Sports Camps, Special Interest Classes and other leisure program offerings.

Special Projects (5%)

Provides input for the implementation of goals, objectives, policies, procedures and work standards for the department.

Provides direct support and participates in the delivery of a variety of sports and recreational programs offered by the department at city and school district program sites.

Provide administrative support to Farmers' Market, cultural arts programs, volunteer/Make a Difference Day, and other projects as required.

Supervisory Responsibilities

Directly supervises 2 FT and 6-8 PT employees in the P&R staff and Lemon Park. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; assisting Dept. Director with appraising performance; reporting staff issues to Dept. Director; addressing complaints and resolving problems in the absence of the Director.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Works well in group problem solving situations.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

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Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Visionary Leadership - Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Gives appropriate recognition to others.

Managing People - Takes responsibility for subordinates' activities; Makes self available to staff; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Continually works to improve supervisory skills.

Cost Consciousness - Conserves organizational resources.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Judgement - Displays willingness to make decisions; Includes appropriate people in decision-making process.

Motivation - Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Follows through on commitments.

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Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Graduation from high School or equivalent G.E.D. issued by a state department of education, AND/OR (2) years of fulltime recreation, park or landscape maintenance experience. Some college level education in horticulture, recreation or a field related to the work is desirable.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Valid Driver's License required. Other certificates in related fields is a plus.

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 regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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 is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and fumes or airborne particles. The noise level in the work environment can be loud if outside. Inside work environment is usually quiet.

Background Investigation and Employment Drug Testing Employment is contingent upon background investigation as well as the results of a pre-employment drug examination. All employees are subject to random testing for drugs and alcohol.

DISCLAIMER: THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. MANAGEMENT HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANYTIME WITHOUT NOTICE.