

TOWN OF ERWIN JOB DESCRIPTION

PARKS AND RECREATION SUPERVISOR

DEFINITION

This employee is responsible for the maintenance of municipal parks. At times the position is reassigned by the Public Works Director to alternate responsibilities, including assistance with street repair and maintenance. The employee is given general instructions for the completion of work, and independent judgement may occasionally be required to complete tasks. The employee trains and supervises the work of subordinate personnel.

The employee typically works both indoors and outdoors and may be exposed to extreme conditions of weather, machinery with moving parts, fumes and chemicals and lifting of heavy objects.

EQUIPMENT/JOB LOCATION

The employee will operate a light duty vehicle, heavy equipment, and a variety of hand tools and light equipment.

The employee supervises parks and recreation operations and employees throughout the city.

The work must be performed in all kinds of weather conditions.

The employee is exposed to tobacco smoke and dangers related to operations of a variety of different types of equipment and tools.

ESSENTIAL FUNCTIONS OF THE JOB

Supervises and coordinates the day-to-day activities of the parks and recreation maintenance function.

Mows all city properties.

Repair and maintenance of park buildings and structures.

Performs some light mechanic duties.

Plans, assigns, organizes and supervises the work of subordinate employees.

Orders supplies.

Assists with the maintenance and repair of streets, street signage, etc.

May make recommendations regarding the departmental budget.

Performs other duties as required.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Inspects equipment.

Responsible for training new employees.

Clean-up of park areas and fences.

Makes recommendations for new projects, initiatives, or programs which may improve operations or services.

Responsible for maintaining a safe working environment.
Makes recommendations regarding hiring and discipline of personnel.

REQUIRED KNOWLEDGE AND ABILITIES

Must have knowledge of the following:

The operations and repair of a variety of equipment including, but not limited to, trucks, riding and hand mowers, weed eaters, leaf blower, chain saw, and hand tools.

Techniques of grounds and parks maintenance and development.

Must have an ability to:

Operate a variety of equipment including, but not limited to, trucks, riding and hand mowers, weed eaters, leaf blower, chain saw, and hand tools.

Diagnose and perform simple repairs on equipment.

Follow oral and written instructions.

Establish effective working relationships with other employees and the general public.

QUALIFICATIONS

Completion of the tenth school grade or an equivalent combination of experience and training. Experience in the building trades (especially plumbing and electrical), and/or experience in the use and repair of a variety of light equipment and hand tools. At least 3 years' experience in the maintenance of parks and recreation facilities and streets, including at least 1 year of responsible supervisory experience.

Must possess a valid State of Tennessee driver's license.