# IVINS CITY JOB DESCRIPTION
# PARKS SUPERVISOR

| DEPARTMENT: | PARKS & RECREATION | FLSA: NON-EXEMPT |
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| DIVISION: | PARKS | REVISED: May 2014 |

*GENERAL PURPOSE:*
Performs a variety of general administrative, first-line supervisory and journey level skilled duties related to planning, coordinating, and directing all phases of parks, streetscape and cemetery maintenance, turf and landscape management and park beautification, facilities maintenance, construction and repair.

*SUPERVISION RECEIVED:*
Works under the direct supervision of the Parks and Recreation Director.

*SUPERVISION EXERCISED:*
Provides direct supervision to Parks Maintenance Workers I, II & III, temporary, seasonal and/or part-time laborers; conducts performance reviews for same but does not have authority to hire or to discipline beyond a verbal warning.

*ESSENTIAL FUNCTIONS:* (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Determine and recommend parks project priorities; specify work schedules and deadlines; allocate equipment and vehicles essential to complete projects; determine materials needed to complete specified objectives; allocate personnel and equipment resources as needed to assure timely project completion.
2. Receive notification of park problems from city offices or the general public; assess extent of problem or need and organize work priorities; determine needed equipment, materials and personnel.
3. Assist in general administrative duties of the department; maintain comprehensive work records, maintenance records, accident records, vehicle maintenance records, equipment and labor costs; collect information and data for various reports; prepare reports and statistical analyses to aid and plan an evaluation of park maintenance programs; prepare annual budget for the Parks Division; make cost projections, draft bid specifications and review proposals; review billings for accuracy; monitor inventory of parts and equipment.
4. Determine the need for applications of fertilizer, herbicide, pesticide, soil conditioner, and other turf maintenance procedures; supervise and perform spraying of herbicides, insecticides, fungicides, and pesticides to control undesirable growth, rodents, and pests; calibrate and operate spraying equipment in applying fertilizers and other growth agents to stimulate growth and beautification of grass and other plants.
5. Perform and/or coordinate field supervisory duties to carry out tree and shrub planting program; coordinate and participate in planting of lawns, trees, shrubs and other plants; supervise or participate in pruning and trimming projects; assure adherence to watering schedules.
6. Direct or participate in the installation, maintenance and repair program of irrigation systems for all parks, streetscapes and cemetery; supervise and direct mowing, watering and aeration of park turf; carry out supplemental irrigation to sustain or force growth; assure operation and

maintenance of automated sprinkler systems and water pumps; tour projects to determine work progress and general condition of grounds.
7. Oversee and perform seasonal duties such as winterizing irrigation systems to avoid freezing and flushing watering systems in the spring.
8. Respond to public questions, explain park procedures and policies, and resolve disputes among citizens utilizing park facilities.
9. Direct and train staff in equipment usage such as backhoe, loader tractor, lawn mower, and landscape equipment.
10. Monitor health condition of trees, shrubs and other horticulture; evaluate discovered diseases; analyze and make decisions for the treatment of unhealthy trees, shrubs and related plants.
11. Perform essential functions of Parks Maintenance Workers as required.
12. Performs other duties as required.

*QUALIFICATIONS:*

Special Qualifications:
1. Must have a valid Utah Driver License; CDL license preferred.
2. Utah Pesticide and Herbicide applicator's license or obtain within six (6) months of hire.
3. Certified Playground Safety Inspector or obtain within one (1) year of hire.
4. Certified Arborist, or obtain within one (1) year of hire through the International Society of Arboriculture (ISA).
5. Must reside in Ivins City or within ten (10) miles of Ivins City

Education and Experience:
1. ~~Must have a bachelor's degree in horticulture, parks and recreation administration or related field.~~
2. Four (4) years of experience/training related to park maintenance, upkeep and beautification.
3. Two (2) years of academic or specialized experience/training related to water management, irrigation systems and management, horticulture or building construction and maintenance.

Knowledge:
1. Mechanical – Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
2. Chemical – Knowledge of the proper use and application of fertilizers, herbicides, and insecticides.
3. Computers/Office Machines – Knowledge of proper use of computers and office machines.
4. Math – Knowledge of arithmetic, algebra, geometry, and their applications.
5. English – Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.

Skills:
1. Equipment Selection – Determining the appropriate tools and equipment needed to do a job.
2. Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
3. Equipment Operation – Skilled in using parks maintenance equipment such as backhoe, loader, dump truck, mower, tractor, power overseeder, aerator, thatcher, welder, trimmer, common power and hand tools, etc.
4. Time Management – Managing one's own time and the time of others efficiently.

5. Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
6. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
7. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
8. Speaking – Talking to others to convey information effectively.

Abilities:

1. General – Talking, hearing and seeing are essential to the performance of the job; common eye, hand, finger dexterity are also required.
2. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
3. Manual Dexterity – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
4. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects.
5. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms and/or legs.
6. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
7. Plan Interpretation – The ability to read and interpret city ordinances, safety manuals, plans, drawings, specifications, and standards.
8. Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
9. Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
10. Depth Perception – The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
11. Near Vision – The ability to see details at close range (within a few feet of the observer).
12. Far Vision – The ability to see details at a distance.

*WORKING CONDITIONS:*

1. Moderate to heavy physical activity; requires frequent walking, standing, digging, stooping, bending sitting, and/or reaching; lifting, pushing and/or pulling of moderate weights, occasionally over 100 pounds.
2. Required to work outdoors in desert climate.
3. Moderate exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.