



PARKS SUPERVISOR
FLSA: Non-Exempt
Grade 24 \$44,025.68 -\$70,441.10

GENERAL DEFINITION

Employees in this classification perform in the capacity of a working foreman in directing a municipal program of parks, grounds, and landscape maintenance. Work involves the responsibility for coordination of operational activities and equipment in parks and grounds maintenance and supervision of assigned crews. Duties include supervision and assistance in the operation of heavy and light automotive equipment engaged in lot clearing, hauling trash and debris, tree and shrub pruning and removal. Provides direction and assistance to crews engaged in planting, transplanting, spraying, mowing, trimming, and maintenance of park facilities. Work is performed under the supervision of the Parks Superintendent.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assigns, instructs, and coordinates activities of division support staff engaged in parks, grounds, irrigation, and landscape maintenance.
- Coordinates the utilization of labor, equipment, parts, materials, and supplies assigned to work crews undercharge.
- Receives inquiries and complaints from the public and coordinates timely resolution; responds to emergencies involving the work and responsibilities of the Division.
- Reads and comprehends plans and drawings of systems; maintains records regarding all crew and contractor work.
- Promotes and maintains OSHA and other employee safety and training programs and assures employee adherence and awareness of the exposures and potential hazards.
- Coordinates and supervises the operation of all equipment, power tools, and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment, and materials used and other essential data records specific to the Division; assists in the preparation of monthly reports.

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- Performs manual labor and operates assigned equipment, tools, or vehicles as needed.
- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensures compliance with all applicable laws, ordinances, codes, administrative, and safety policies.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of grounds, parks, and landscape maintenance.
- Working knowledge of the use of park maintenance equipment and tools used in maintenance and repair work.
- Skill in operation and care of light maintenance and medium automotive equipment.
- Working knowledge of landscaping, including care and installation of a variety of plants, trees, and flowers.
- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to coordinate schedules and supervise employees located in the field.
- Ability to utilize computers and standard office environment applications, e.g., word processors, spreadsheets, email.
- Ability to establish and maintain effective working relationships with other employees and to meet and deal tactfully with the general public.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

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MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by five (5) years progressively knowledgeable experience in the grounds and landscape maintenance field, with experience in a lead worker or supervisory capacity and demonstrated technical skills in the more complex aspects of the work. Must hold a State of Florida Class B Driver's License. Certification as an Ornamental & Turf Spray Technician and Management of Traffic (MOT) training. Position may be required to be on call, including nights, holidays and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction, and depth perception.
- Must be able to work in close and confined spaces.
- Written and oral communication skills.

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A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills, and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date