



TITLE: Park Supervisor

Position Number: 355

DEPARTMENT/DIVISION: Community Services/Parks and Recreation

SUPERVISED BY: Park Operations Coordinator

NATURE OF WORK:

- Performs responsible work managing the daily operation of parks and facilities. Includes directing staff, assisting patrons, monitoring activities, and maintaining cleanliness.

PRIMARY DUTIES:

- Plan and direct activities of park staff. Maintain work schedules; approve time off and timesheets.
- Maintain maintenance supplies and inventory for concessions; prepare and submit various reports.
- Assist customers at the counter and over the telephone; collect fees; and direct patrons to park areas.
- Open and close park; enforce park rules to ensure compliance.
- Maintain the cleanliness of park: empty trash cans; pick up litter, clean rest rooms and shelters; and inspect park to help ensure safe and proper conduct of patrons.
- Perform minor repairs and maintenance to equipment, grounds, and any park structures.

JOB PREPARATION NEEDED:

- Valid Virginia Driver's License and acceptable driving record based on James City County criteria.
- High school diploma or equivalent supplemented by college course work in related field.
- Considerable experience involving extensive public contact preferably in a park and/or public facility, including supervisory experience.
- Some cash handling experience.
- Any equivalent combination of acceptable education and experience providing the necessary knowledge, skills, and abilities.

POST-OFFER REQUIREMENTS:

- Criminal history/sex offender check.
- Driving record check.
- Drug screening.

JOB LOCATION AND CONDITIONS:

- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work to serve customers during emergency conditions.
- May be assigned to work at one or more parks.
- Must be available to work early mornings, days, evening, weekends and holidays.
- Performs other duties as assigned.

Date: March 2010

ParkSupervisor

GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

II. Verbal Abilities:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to distinguish between different tones; communicate with County officials, public, vendors, supervisors and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

III. Numerical:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

IV. Spatial Abilities:

- Must have ability to comprehend forms in space and understand relationships of plane and solid objects. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

V. Manual Dexterity:

- Must have ability to use telephone, switchboard, radio/console, calculator, copy machines, fax machine, hand tools, power tools, and manipulate computer keyboard and mouse.

VI. Finger Dexterity:

- Must have ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. Example: Maintenance repairs.

VII. Physical Demands:

- Strength: Must have ability to frequently lift 25-50 lbs., frequently push/pull 25-50 lbs., and frequently hold/carry 50+ lbs. Must have ability to manipulate materials and/or equipment from: ground to waist, waist level, waist to shoulder, and above shoulder.
- Climbing: Must have ability to climb step stool, 8-10-foot step ladder, and 2 flights of stairs.
- Standing, sitting, walking, running: Must have ability to: frequently (7-9 hours/day) stand, frequently (7-9 hours/day) walk, occasionally (3-5 hours/day) sit, and occasionally (0-1 hours/day) run*. Must be able to walk and run over flat and rough terrain. *Running is not considered essential to the job function.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 5-20 times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 5-20 times per day.
- Seeing: Must have ability for depth perception, color perception, focus, night vision, and peripheral vision.

VIII. Driving:

- Must have ability to drive automatic transmission: car, small truck, and medium truck.