

## **Parks & Grounds Supervisor**

<b>General Job Description</b>
<p>The Park Supervisor position is assigned to the Parks Division of the City of Mercedes Public Works Department. Under direction of the Public Works Director, the purpose of the position is to perform responsible administrative and professional work planning, organization and supervising of skilled and unskilled workers in the construction, alteration, maintenance, program management, and repair of parks, landscaped areas and other facilities. The Park &amp; Grounds Supervisor is responsible for ensuring safe, quality parks and facilities are made accessible to the general public. This position has considerable responsibility in recommending and overseeing the upkeep, upgrade, construction and/or renovation of parks facilities, as needed. The Park &amp; Grounds Supervisor works with a high degree of independence and initiative, however, confers with the Director on matters involving unfamiliar administrative problems. He or she must conduct himself or herself in an efficient manner, while maintaining high standards for the appearance of the parks, facilities and the safety of personnel. The Park Supervisor is expected to be proficient in all duties listed and assigned. The salary includes a benefit package, including retirement.</p>
<b>Essential Tasks (May include, but are not limited to the following)</b>
<ol style="list-style-type: none"><li>1. Supervises the construction, maintenance, alteration, and repair of parks, recreational facilities, City buildings, median islands, and other City owned landscaped areas.</li><li>2. Schedules and assigns employees and equipment to meet varying requirements.</li><li>3. Assures the effective use of time, material, and equipment.</li><li>4. Consults with the public regarding matters concerning the Parks or other public spaces.</li><li>5. Initiates necessary repairs, planting, and other improvements.</li><li>6. May supervise the street tree planting operation.</li><li>7. Develops and conducts safety training programs and enforces safety precautions, including safety requirements.</li><li>8. Trains and evaluates the performance of subordinates and recommends hiring, promotions, and discipline.</li><li>9. Estimates and submits requisitions for necessary supplies and materials and maintains accurate records.</li></ol>

Minimum Qualifications
<ol style="list-style-type: none"> <li>1. A high school diploma or GED and three years of relevant experience or closely related duties and responsibilities. Associate's Degree from an accredited college or university in a Science, Administration, Management, Horticulture or closely related field is preferred.</li> <li>2. A valid TX Class C Drivers License is required.</li> <li>3. Must have basic knowledge of hand tools to perform normal work as assigned.</li> <li>4. Must have basic knowledge of the techniques, materials, tools, and equipment used in the care and construction of parks and recreational facilities.</li> <li>5. Must be able to perform heavy manual labor under conditions involving extremes of heat and cold.</li> <li>6. Must be able to follow orders and work efficiently and productively.</li> <li>7. Must be able to operate department equipment safely and effectively.</li> </ol>
Job Evaluation Manual
<p><i>This job description summarizes essential job functions and minimum job requirements for entry level work. The job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department. The City of Mercedes is an Equal Employment Opportunity Employer.</i></p>