

PARK SUPERVISOR

Job Code	Pay Grade
14860	CL18

Nature of Work

This is supervisory work managing a medium to large sized County park operation. Employees in this class supervise a major park extensive in area and number or complexity of facilities. Incumbents participate in formulating park improvement plans and management policies and exercise considerable initiative and discretion in carrying out approved policies and plans.

Minimum Qualifications

- 2 years of experience in park site operations plus 2 years of skilled building, construction, facilities, or maintenance trades experience with 2 years as a supervisor; or
- 4 years of experience in park site operations including 2 years as a supervisor; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Manages a complex park, confers with central administration staff to receive general policy directions and, within directed policy, manages the park as a public and business enterprise.
- Supervises the operation and maintenance of park facilities including interpretive or instructional areas, boat dock areas, fishing, bathing or swimming areas, lifeguarding, building and grounds maintenance and security patrolling.
- Makes periodic inspections of park areas and facilities, makes notes of discrepancies in operations and instructs in the proper use of machinery and equipment.
- Requisitions materials and supplies for park operations and maintenance, keeps records of expenditures and supervises training of new personnel.
- Prepares periodic reports concerning all phases of park operations and prepares and submits budget information.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles, practices and techniques of park management.
- Knowledge of operational and maintenance requirements of typical park facilities and equipment.
- Knowledge of safety procedures and precautionary measures.
- Knowledge of indigenous animal, fish and plant life.
- Knowledge of techniques applicable to the development and public use of beach and bathing areas.
- Ability to meet the public effectively and give information regarding park regulations and facilities.
- Ability to supervise the mechanical maintenance of equipment and general maintenance of buildings and grounds.
- Ability to maintain and supervise the maintenance of operational records.
- Ability to perform assignments applying basic computer applications.

For official use only

Revised	EEOC Code	Overtime Code
6/08	Officials & Managers	Exempt*