

SUPERVISOR OF PARKS AND RECREATION

Definition

Administrative, public relations, manual, and supervisory work related to all the care and maintenance of all Town Parks, Town Beach, and all recreational facilities. Coordinates the Town's recreational activities; all other related work as required including but not limited to coaching and officiating various sports activities.

Supervision

Works under the policy direction of the parks Commissioners, and under the administrative direction of the Town Administrator.

Performs responsible duties requiring considerable initiative and independent judgment in the coordination of community recreational services and the maintenance of various grounds, facilities, and related equipment.

Supervises numerous seasonal and part time employees as well as volunteers including but not limited to primary responsibility for groups of children up to 100 in number.

Job Environment

Some work is performed under typical office conditions; most work is performed outdoors under unpleasant working conditions related to maintenance functions and various weather conditions; will be required to work evening, weekend, and or holiday hours.

Required to maintain an on call 24 hour, seven day availability to fill in at any given time for any activity that could include but not limited to, maintenance, repair, and or supervision of programs.

Will be required to work with hazardous materials.

Operates light truck, automobile, power equipment, hydraulic machinery, power tools, hand tools, as well as office equipment such as computer, copier, and facsimile machine.

Makes frequent contacts with the general public, Town and school departments, and school committees, local and civic organizations, government agencies, vendors, and activity participants and volunteers.

Occasionally will need to mediate disputes between groups and or individuals regarding parks related issues including but not limited to sports judgments and program decisions.

Responsible for ensuring all safety requirements for any and all programs at any given time.

EXEMPT
4/27/00

*Ayer, Massachusetts
Supervisor of Parks and Recreation*

Errors could result in unsafe conditions resulting in serious personal injury or death to self or others. Errors could also result in mismanagement of programs, facilities, and finances; damage to parks, beaches, and equipment, adverse public relations and reduced levels of service to the community.

Essential Functions

(The essential function or duties listed below are intended only as illustrations of the various types of work that may be preformed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position)

Supervises, in a participatory manor, a comprehensive municipal parks and beach program to meet the needs of the community; maintains Town parks, fields, beaches, and recreational facilities.

Performs laboring duties incidental to maintaining parks, beaches, and related facilities; mows grass, lines all fields, picks up trash, and performs general maintenance work on all departmental equipment.

Meets regularly with the park commissioners and keeps them informed and up-to-date on departmental occurrences. Through program and development, prepares and updates a master plan outlining departmental objectives; presents plan to commissioners, selectmen, and town residents as required.

Responsible for the planning and setting up of all sports and recreational programs; collects and accounts for all registration fees; keeps the departments office open during regular hours; schedules the use of all parks, beaches, and fields for recreation.

On a frequent basis will coach and or officiate various sports activities.

Responsible for the maintenance of parks and beach facilities, and any other recreation buildings and structures; cleans all bathrooms at parks and beaches.

Prepares yearly operation budget for department; prepares and presents capitol needs programs; reviews existing programs and evaluated program effectiveness, cost and participation.

Prepares bid specifications and other related documents for all capitol projects including acquisition of, and improvements to, motor vehicles, facilities, and buildings, and land; oversees the acquisition, planning, design, and replacement of equipment and facilities.

Supervises the purchasing of departmental goods and services; maintains all departmental records.

Works with volunteer organizations in a variety of social and athletic endeavors and special projects relating to municipal and parks recreation.

Organizes, trains, and maintains, all staff volunteers for various activities.

Creates committees and support groups to facilitate any and all parks department activities.

Ensures personnel coverage for all activities including all director functions.

Attends and or participates with in other various town boards, comities, and meetings, including but not limited to any local, regional, or state gatherings where Town parks related issues necessitate attendance.

Performs similar or related wok as required or as a situation dictates

Recommended Minimum Qualifications

Education and Experience

High school diploma with additional vocational training. Bachelor's degree in parks management or a related field is desirable; at least five years progressively responsible experience in parks and recreational maintenance work, including supervisory and financial planning responsibilities, preferably in a municipal setting; or any equivalent combination of education and experience.

Must have a general working knowledge of rules, regulations, and requirements for any and all sports related activities that may be a part of the department at any given time.

Special Requirements

Massachusetts Class D motor vehicle operator's license

Knowledge, Ability, and Skills

Knowledge: Thorough knowledge of the methods, materials, and equipment used in the care and maintenance of parks, beaches, and related facilities. Knowledge of financial planning and personnel management. Thorough understanding of the municipal budgeting process.

Must have a general working knowledge of rules, regulations, and laws, both locally and federally, pertaining to any and all environmental issues or concerns relating to maintenance or constructional projects.

Ability: Ability to deal effectively and diplomatically with government agencies, other town employees, and the general public.

Skill: Skill in the above listed tools and equipment. Horticulture and turf maintenance construction skills. Coaching and teaching skills both with children and adults.

Physical Requirements

Minimal physical effort required for work performed in the office. Moderate to strenuous effort required in the field. Occasionally required to spend several hours standing, walking, and reaching arms. Must have the ability to judge distances and special relationships. Required to lift or push equipment weighing up to 100 pounds. Position requires ability to operate a keyboard.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)