

# City of Roswell, Georgia

SUPPLEMENTAL JOB DESCRIPTION- PARK OPERATIONS CREW SUPERVISOR

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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## **Park Operations Crew Supervisor Supplemental Job Requirements, Responsibilities and Functions**

### **REQUIREMENTS**

Responsible for executing a comprehensive maintenance plan for all active and passive parks within a designated geographic area.

Active understanding of best practices in parks management including but not limited to: playgrounds, sports fields and grounds, restroom facilities, tennis courts, equipment operation and trails.

Advanced knowledge of common industry standards for park and personnel safety. This position is expected to assist in leading the City of Roswell in developing standards and specifications for multiple types of parks.

Ability to communicate with and oversee multiple maintenance crews tasked with maintaining city parks.

### **ESSENTIAL JOB FUNCTIONS**

Directs, supervises, trains, and evaluates assigned staff regarding park maintenance, workplace safety and equipment operation.

Inventories and evaluates athletic fields, tennis courts, trails, playgrounds, routine maintenance items, and common areas within a variety of parks settings.

Will assist in transporting and operating equipment from maintenance shops to various parks throughout the city for completion of daily tasks, projects, and maintenance.

Directs, supervises, and assists in best practices for maintenance of municipal sports fields, grounds, and other areas as assigned.

Determines and makes suggestions to staff regarding appropriate tools and equipment for maintenance of sports fields and grounds.

Adjust daily workload according to daily requirements and weather situations.

Assists Park Coordinator in staffing and managing special events in assigned parks.

Works alongside Park Coordinator and other staff in park maintenance/repairs and preventative maintenance. Will make recommendations to Park Services Manager on future needs.

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*