



## POSITION DESCRIPTION

---

**TITLE: PARK SUPERVISOR**

**REPORTS TO:** Operations Manager

**GRADE:** 11

**FLSA:** Exempt

**CONFIDENTIAL:** Yes

---

**SUPERVISORY RESPONSIBILITIES**

**DIRECT:** (Position Titles) Park Ranger I and II

**INDIRECT:** None

---

### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** Bachelor's degree with an emphasis in science or parks and recreation preferred, or equivalent combination of education and experience; valid California driver's license and proof of insurability; Standard First Aid and CPR certifications; and satisfactory completion of P.C. 832 training within one year of employment are required; Class A driver's license may be required.

**EXPERIENCE:** Minimum of two years experience within a parks and recreation or historical site environment; experience interacting with and relating to the public in busy and emergency situations. Knowledge of park facility operations and maintenance and repairs. Ability to work independently with a clear understanding of goals and objectives. Ability to operate of a two-way radio, cellular phone and camera; ability to effectively utilize a personal computer and peripherals; ability to utilize a variety of small hand tools and some power equipment; ability to operate a variety of vehicles; a knowledge of horticulture; ability to write clear and concise reports; supervisory experience; and public service or customer service experience.

---

### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive general work assignments, review results and address administrative duties; District employees to discuss park needs; all other District personnel as required.

**EXTERNAL:** Interaction with emergency service personnel (Police, Fire, Paramedic); community groups and other governmental agencies; acts as liaison between District and public visitors, others as required by position duties.

---

### PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping; good hearing, eyesight and speech capabilities; excellent verbal and written communication skills; ability to work in all types of weather; ability to tolerate periods of sitting and exposure to a computer screen.

***This position requires the ability to work evenings, weekends, and Holidays.***

---

## **ENVIRONMENTAL CONDITIONS**

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. When working indoors, work is performed in an office environment with lighting and ventilation. Appropriate personal safety equipment is provided.

---

## **DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS**

This at will position is responsible for the oversight and coordination of the day-to-day services and activities of the Elfin Forest Recreational Reserve (EFRR). This position coordinates the planning, construction, maintenance and repair of the District's recreational trails and facilities, inspects work in progress and upon completion maintains a clear and concise record of work. Under general supervision, this position is responsible for ensuring the District's compliance with all local, state and federal regulations relating to the operation of the Elfin Forest Recreational Reserve. Responsible for effectively and safely utilizing District resources. Acts as a positive role model and professionally represents the District. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. An ability to perform successfully within a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently with a clear understanding of goals and objectives are essential. Ability to effectively utilize personal computers and peripherals and a proven ability to organize and manage competing priorities are required. Reliable, stable attendance is required.

| <b>% TIME</b> | <b>TASKS</b>   |
|---------------|--|
| <b>30%</b>    | <p>Administers the operation of the Elfin Forest Recreational Reserve:</p> <ul style="list-style-type: none"><li>• Recommends and implements resulting policies and procedures.</li><li>• Assists in the development of District goals and objectives related to open space and park development.</li><li>• Submits budget recommendations.</li><li>• Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.</li><li>• Submits required reports to EPA (Environmental Protection Agency) and other regulatory agencies as required.</li><li>• Coordinates the processing of environmental and planning permits.</li><li>• Administers EFRR policies, procedures, safety and enforcement programs.</li><li>• Plans, prepares and updates the Capital Improvement Program (CIP) related to open space and park development.</li><li>• Implements the CIP related to open space and park development to ensure conformance to District policies and program desires.</li><li>• Coordinates and supervises the design, planning, land acquisition, and new construction of open space, parks and recreation facilities.</li><li>• Prepares specifications, proposals and all necessary documentation to provide contract services.</li><li>• Makes written and oral reports, including preparation of agenda items to the Board of Directors.</li><li>• Maintains records of work performed and supplies used.</li><li>• Orders materials and supplies.</li><li>• Prepares work schedules.</li></ul> |
| <b>30%</b>    | <p>Promotes the EFRR (Community Relations):</p>  |

- Develops and implements appropriate and effective community services, special events and youth programs.
- Promotes the EFRR as a resource to the community with an emphasis on preservation and initiatives.
- Oversees volunteer programs, including recruitment, scheduling training and evaluation.
- Coordinates work with community groups and volunteers.
- Plans, organizes and schedules activities and events at the Reserve, including recreational and community events; coordinates with other organizations.
- Develops and implements various recreation programs and activities for all ages.
- Monitors and surveys visitor satisfaction levels, investigates complaints and assists with the assuring a quality customer service program.
- Responds to citizen complaints and requests for information.
- Provides information and data to public and community groups.
- Develops and coordinates marketing and advertising programs and activities.
- Establishes and maintains cooperative relationships with District officials and employees, the general public, consultants, and representatives or other agencies.

**20%**

Directs the organization and operations of the Elfin Forest Recreational Reserve:

- Directs, coordinates and reviews the work plan for assigned services and activities; assigns work activities and projects; and monitors work flow.
- Coordinates the repair of equipment used in park maintenance work.
- Estimates labor and material cost for work to be performed.
- Oversees maintenance programs, requisitions and repairs, including scheduling and directing the work of contract labor.
- Coordinates and directs the performance of outside consultants and contractors, monitors construction schedule and cost controls in park and related projects.
- Visually observes and inspects the reserve for safety hazards. Ensures visitor safety and rule compliance. Investigates reports and documents incidents involving rule violations, accidents, vandalism and emergency response.
- Manages the implementation of EFRR-wide trail system in accordance with applicable plans. Coordinates with other departments concerning issues of open space development and maintenance.
- Supervises and prepares vegetation plans and related cost estimates for open space and park improvements, reviews and approves plans consistent with State laws.
- Inspects and/or supervises open space and park construction to ensure that projects are completed to District standards and ensures consistency with master plans.
- Consults with District departments to integrate present plans with long-range plans.

**10%**

Assists in the staffing and development of park personnel:

- Selects, trains, motivates and evaluates EFRR personnel; conducts performance appraisals; and provides or coordinates staff training.
- Works with employees to correct deficiencies.
- Participates in the development and implementation of goals, objectives, policies and priorities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of park operation.

---

## **DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%**

Performs all related duties as assigned.