



## CITY OF WIMBERLEY

An Equal Opportunity Employer

### POSITION DESCRIPTION

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**Position:** Park Supervisor

**Salary:** \$10.25/hour

**Employment Status:** Part-Time, Seasonal

**Dept.:** Parks and Recreation

**FSLA Classification:** Non-Exempt

**Reports to:** Programs & Operations Manager

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#### **DESCRIPTION**

Under general supervision, supervises park programs and services with minimal administration duties in park office.

#### **RESPONSIBILITIES**

- Enforces park rules and interprets park information to all park visitors.
- Supervises part-time staff according to chain of command.
- Completes maintenance around park including cleaning restrooms, clearing trash receptacles, trash pickup around park, trail maintenance, opening and closing park main gate, etc.
- Handles day-to-day office administration such as facility rentals, day camp registration, swim reservations, minor cash handling, etc.
- Answers phone calls and responds to voicemails.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of public Parks and Recreation policies and procedures.
- Ability to make decisions and judgments based on policies and procedures.
- Knowledge of program development, planning, budgeting, supervision, and evaluation.
- Ability to coordinate and organize meetings and/or special events.
- Clerical, word processing, and/or office skills.
- Skill in the use of personal computers and related software applications.
- Skill in organizing resources and establishing priorities.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to lead and train staff efficiently and effectively.
- Essential functions, as determined under the Americans with Disabilities Act, may include the above tasks, knowledge, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a Comprehensive listing of all functions and tasks performed' by positions of this class. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.
- Intensive labor may be required for setting up and taking down heavy equipment from programs. Must be able to lift 50lbs.

**WORKING CONDITIONS**

**Environmental Conditions**

Outdoor recreational buildings and facilities; exposure to dust, dirt, hazards associated with operating a motor vehicle, various chemicals, and toxic materials and inclement weather conditions.

**Physical Conditions**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for standing, kneeling, or walking for prolonged periods of time; climbing and stooping; and moderate to heavy moving and lifting; the use of arms and legs.

**Miscellaneous**

This position is subject to a criminal background, drug testing, and check of motor vehicle report at any time required by the City during time of employment. The employee would have access to use the proposed City vehicle when needed. Maintain a professional working relationship with community groups, guests, public, staff, and Management in an efficient and respectful manner.

**EMPLOYEE EXPECTATIONS**

To perform duties in an efficient, organized, and respectful manner, maintaining a good relationship with citizens, co-workers, subordinates, and city management. (Refer to employee policy handbook for policy, procedure, and regulations.) Work cooperatively with management, staff, and community groups. The City of Wimberley does not and will not tolerate any type of violence, illegal discrimination, sexual harassment, or any kind of harassment in any form for that matter. Any complaints will be promptly and thoroughly investigated. Persons engaging in such conduct will be subject to discipline up to and including termination of employment.

**MISCELLANEOUS**

This position is subject to a criminal background check, drug testing, and check of motor vehicle report at any time required by the City during time of employment, the ability to workdays, evenings, weekends, and holidays.

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**I have been informed of the duties and expectations of the job listed.**

**Acknowledgement:**

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**Applicant Signature**

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**Applicant Print Name**

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**Date**