

Clinton County, Iowa Job Description

Job Title: Park Supervisor	Reports to: Director
Department: Conservation	Pay Grade: B23
Revision Date: 9/03/2024	FLSA: Non-Exempt

Summary: Under the supervision of the Director, provides service to maintain County Conservation lands and facilities; provides assistance to the public visiting a Clinton County Conservation Park as needed; inspects areas; recommends, leads, and performs maintenance to the unit assigned. The Park Supervisor is required to live in the provided home located in the assigned park. It is essential that the Park Supervisor has a passion for conservation and upholds a positive image for the Clinton County Conservation Department.

Essential Job Duties and Responsibilities:

- Assigned to a specific unit such as the East or West District but may perform work throughout the County as needed.
- Provide for the safety of the public; calls law enforcement when needed; administers first aid for minor injuries. Lives in a home located within the park to more easily be able to address park issues. Is provided a vehicle to use for work purposes.
- Monitors all assigned parks throughout the year for security needs. Calls law enforcement when needed in accordance with CCCB policy.
- Participates in the over-all operation, improvement and maintenance of lands and facilities; constructs new facilities; conducts periodic inspections; observes and corrects hazards; performs minor repairs immediately and/or reports hazards to the Conservation Director.
- Performs regular safety inspections of all unit facilities, including playgrounds and buildings.
- Is familiar with all utilized chemicals supplies and maintains park MDS book.
- Maintains a safe and comfortable working environment in Clinton County buildings and parks.
- Assists the public by answering questions and providing information.
- Performs, coordinates, and shares routine maintenance responsibilities of county lands and facilities with others, including full-time and seasonal personnel. Maintains a daily work record of own/all work accomplished.
- Park Supervisor will direct staff work duties within their assigned district and assures all work is completed.

Job Description: Park Supervisor

- Operates trucks, tractors, mowers and other special equipment; utilities hand and power tools for maintenance projects; instructs seasonal staff in the safe and correct use of motorized equipment and tools.
- Collect user fees, if applicable, from the public for use of park facilities; keeps accurate records of receipts.
- Able to construct, repair and remodel conservation buildings, fixtures, and equipment such as: lodges, shelters, docks, restrooms, and miscellaneous items such as installing lights, tearing out/building walls, replacing windows, installing sheet rock. Also, able to complete minor electrical and plumbing repairs. Must be able to climb ladder and utilize hand tools.
- Able to maintain conservation property which includes trails, waterways, wetlands, fields, and forests as needed.
- Applies established department standards such as a neat appearance in uniform provided in order to enhance public relations as a conservation department representative.
- Operates and maintains lawn, snow removal equipment, and various maintenance equipment.
- Must have basic computer skills to be able to maintain documentation for maintenance logs and provided online training.
- Playground maintenance and Safety Certification
- Ability to enforce all park rules and regulations with park visitors.
- Will work a nonstandard workweek.
- Other duties as assigned

Supervisory Responsibilities:

- The supervisory responsibilities associated with this position would be the dissemination and supervision of work within their assigned district. They will be responsible for the work of full time, part time, and seasonal. All disciplinary actions would be conducted by the Director.

Minimum Qualifications Requirements - (Education and Experience):

- High school diploma or general education degree (GED) with training or experience in maintenance/construction field is required. Post-secondary degree preferred.
- Computer skills (typing, spreadsheets, data bases, presentations)
- Money handling.

Minimum Qualifications – (Knowledge, Skills and Abilities):

Language Skills:

- Ability to read, analyze, and interpret general common scientific and technical journals, financial reports, technical procedures, and governmental regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Job Description: Park Supervisor

- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Effectively present information and respond to questions from groups of managers, board members, clients, customers, and the general public.
- Computer skills (typing, spreadsheets, data bases, presentations)

Mathematical Skills:

- Ability to work with mathematical concepts such as measuring (distance, height, weight, and square footage calculation).
- Ability to apply concepts of basic algebra and geometry (fractions, percentages, ratios, and proportions to practical situations).
- Ability to measure and utilize math required for building and repair.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to deal with customers who may be unruly and know when law enforcement should be called.

Work Environment:

- Environmental – Continually exposed to outdoor weather conditions. Frequently exposed to work near moving mechanical parts; risk of electrical shock; and vibration. Occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; fumes or air borne particles; and toxic or caustic chemicals.
- Noise – Loud (example: jack hammer work, large earthmoving equipment)

Physical Demands:

- Standing or being stationary – Approximately greater than 2/3 of on-the-job time.
- Walking or traversing – Approximately greater than 2/3 of on-the-job time.
- Sitting – Approximately between 1/3 and 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately greater than 2/3 of on-the-job time.
- Climbing or balancing – Approximately 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling or otherwise position oneself to move – Approximately 1/3 of on-the-job time.

Job Description: Park Supervisor

- Talking or hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.
- Weight lifted/Force exerted – Occasionally requires lifting of objects up to 50 pounds. Rarely lifts over 100 lbs.
- Vision – Close vision (clear vision at 20 inches or less); Distance vision (clear vision at 20 feet or more); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Certificates, Licenses, Registrations:

- Possess a valid driver's license.
- A CDL license may be required in the future.
- Playground maintenance and Safety Certification (must obtain within 2 years of start)
- Pesticide Applicators license. (must obtain within 2 years of start)
- Wild land Fire S-130 and S-190 (must obtain within 2 years of start)

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit and person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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Employee Signature: _____

Employee Printed Name: _____

Date: _____