



Salt Creek Rural Park District

Job Descriptions

Job Title: Parks Supervisor

Location: 142 S Stonington Dr, Palatine IL 60074

Department: Maintenance

The Parks Supervisor is a hands-on position responsible for the maintenance of six parks, landscaping, turf maintenance, construction projects, and assistance with special events at agency facilities. The Parks Supervisor is under the direct supervision of the Director of Parks & Planning but is granted opportunities for independent supervision over part-time and seasonal staff in related areas of responsibility. The Parks Supervisor is responsible for assisting in the development, budgeting, and organization of a variety of maintenance programs.

Essential Job Functions

- Assigns work, supervises, performs, and trains seasonal maintenance employees involved in ground maintenance as required.
- Tree and shrub maintenance.
- Fertilizer and chemical application.
- Flower bed maintenance.
- Garbage and litter removal.
- Interior maintenance such as painting and cleaning.
- Small equipment repair.
- Snow plowing operations.
- Mowing and trimming.
- Golf course maintenance,
- Safety and Personal Protection Training.
- Documented inspections.
- Record keeping.
- Ability to maintain a positive working relationship with other staff.
- Approaches others in a tactful manner.
- Reacts well under pressure.
- Treats others with respect and consideration.
- Accepts responsibility for own actions.
- Follows through on commitments.
- Maintains a thorough understanding of the park district policies and operations. Assists with enforcing and interpreting those policies as needed.



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- Assists with development of annual departmental and safety goals.
- Continues education by attending classes, seminars or conferences related to the position.
- Maintains a tidy and organized workshop with the required inventory of tools, equipment and supplies.
- Prepares monthly reports as requested.
- Prepares schedules, routines, and special reports as directed.
- Perform other duties and functions as requested.
- On call nights and weekends as needed.

Safety

- Fosters a working environment that promotes safe work habits and active participation in the agency's risk management program.
- Must use good safety awareness, judgment, and follow policies, and report potentially unsafe conditions.
- Attends and participates in the Safety Committee meetings.
- Use all equipment following manufacturer safety instructions.
- Participates in the evolving development of departmental safety and emergency procedures.
- Maintains a working knowledge of all general agency and department-specific safety rules.
- Attends required safety program and in-service education meetings.

Required Knowledge, Skills and Abilities

- Minimum of two years of supervisory experience in landscape maintenance or any equivalent combination of experience and training which provides the required knowledge and skill of grounds work.
- Excellent oral and written communication skills.
- Must have a valid driver's license.
- Must obtain a valid Illinois Pesticide Operators License within six months of hiring.

Environment

- Will be required to work in all weather conditions, including cold and hot temperatures.
- Will be exposed to natural and potentially extreme weather conditions.



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Work Hours/Work Week

- The employee shall be considered “on duty” whenever a need exists for their services as scheduled. This will require non-traditional work hours that will be consistent throughout the year. Work hours are typically Monday – Friday, 6:00am to 2:00pm. Additionally, weekend and holiday hours are scheduled as needed through the summer months. On call nights and weekends as needed.

JOB DESCRIPTIONS AND ACTUAL DUTIES MAY NOT ALWAYS COINCIDE

Due to the dynamic nature and diversity of work required in the recreation area, it would be unrealistic to expect strictly outlined job descriptions to apply in every case. Job responsibilities may overlap categories at any given point in time. Under normal operations it would be understandable to ask employees to occasionally perform work outside of their normal job descriptions.