



## ORANGE COUNTY Job Description

**Job Title:** Parks Supervisor  
**Department:** Parks & Expo Department  
**Reports To:** Parks/Expo Director  
**FLSA Status:** Non-Exempt  
**Grade:** NE-5

### Summary of Functions:

This position is responsible for overseeing the daily operations, maintenance, and preservation of county owned parks, facilities and recreational areas. This position supervises park personnel, ensures facilities are safe and well-maintained, coordinates maintenance and improvement projects and assists with planning, budgeting, and public engagement to enhance park services for the community. This position is responsible for coordinating information between the Parks/Expo Director, Commissioners' Court and other agencies involved in the acquisition, development and maintenance of the County Parks. This classification may require a flexible work schedule in order to meet the needs of the county.

### Duties and Responsibilities:

- Supervises, trains, and assists all park personnel. Duties include scheduling, assigning, instructing, guiding, and evaluating work; enforcing all Orange County personnel policies, procedures, conduct standards, and safe work practices; and counseling, motivating, and maintaining harmonious working relationships among subordinates.
- Assists park personnel with duties when needed; may operate various types of equipment including but not limited to lawn equipment, tractors and chainsaws.
- Conduct regular inspections of the parks, facilities and recreational areas to ensure timely repairs and proactive maintenance of park equipment, facilities and grounds. Consult with the Parks/Expo Director and/or other county departments as needed to ensure repairs and maintenance are completed using the most efficient and cost-effective methods.
- Responsible for handling visitor inquiries, resolving complaints and enforcing the rules, policies and procedures and staying abreast of new legislation pertaining to parks and recreational programs.
- Participate in the development of parks policies and procedures and make recommendations for changes and improvements to existing policies and procedures.
- Maintain records involving personnel, equipment and supplies, and schedules personnel and equipment needed to complete scheduled maintenance work, repairs, or special projects.
- Assist with the development of the annual budget; monitor assigned budget expenditures; ensure expenditures are in compliance with county, state or federal regulations and guidelines.

- May perform other work as directed during emergency situations such as floods, tornadoes, hurricanes, accidents, and hazardous material spills.
- Performs other job-related duties as assigned.

**Minimum Qualifications:**

Education, Experience and Training:

Requires High School diploma or GED equivalent, **AND** five (5) years' experience **OR**, any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License with acceptable driving Record

**Knowledge, Skills & Abilities**

**Knowledge of:**

- Considerable knowledge of general office procedures
- Personnel policies and procedures.
- Principles and practices of effective customer service
- Principles and practices of leadership, supervision, training, and performance evaluation.
- Techniques for effective interpersonal communications.
- Applicable safety practices and regulations.

**Skilled in:**

- Coordinating the work activities of employees.
- Training, developing, assigning, coaching, and evaluating employees.
- Operating a variety of light duty and heavy-duty equipment safely.
- Estimating time, labor, and quantities of materials needed.
- Both verbal and written communications; including conveying and following instructions and providing information to the public.

**Ability to:**

- Allocate personnel and equipment needed to complete scheduled maintenance work, repairs, or special projects.
- Plan, schedule and supervise unskilled and semi-skilled workers engaged in maintenance work and equipment operation.
- Work with all age groups using the parks, work well with the public, other county departments and governmental agencies.
- Deal with all emergencies, supervise employees, and work within the budget set by Commissioners' Court.
- Perform inventory control and material ordering for projects.
- Operate personal computers using standard office software and general office equipment.
- Prepare and maintain accurate records and filing systems.
- Communicate effectively both orally and in writing and understand and carry out oral and written instructions.

- Work under stressful conditions.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibrations, contact with dust, fumes and hazardous chemicals, foul odors, insects, and rodents. Require the use of Personal Protective Equipment as required by job circumstances.

May work weekends, holidays, and 24/7 standby.

As members of the County Emergency Response System, all County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to train in emergency response and/or perform certain emergency services at the direction of their supervisor or other county personnel.

Orange County employees play an important role in business continuity. As such, employees may be assigned to business continuity efforts outside of normal job functions.

**Disclaimer:** This job description is intended to identify the general nature and level of work performed by team members within this classification, as well as certain essential job functions. It is not intended, and should not be interpreted, as a comprehensive inventory of all duties, responsibilities, and qualifications required of team members assigned to this job. To qualify for this job, however, a team member must be able to perform its essential functions with or without reasonable accommodation. Under no circumstances may this job description be construed as altering the at-will nature of the employment relationship between the County and the employee.

**“We are an Equal Opportunity Employer. We do not discriminate on the basis of race, sex, religion, age, color, national origin or disability.”**

**Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for **Park Supervisor**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_