



## EMPLOYMENT OPPORTUNITY

### Parks Supervisor

**Salary:** \$27.27 - \$38.53 Hourly

**Job Type:** Full-Time

**Department:** Parks & Recreation

**Benefits:** Benefits Eligible

**\*Position pending budget approval\***

#### The Position

Under general direction, plans, schedules, assigns and reviews the work staff within the Parks Division. Positions in this series coordinate, monitor and provide technical input for assigned parks services staff for grounds maintenance, projects, repairs and construction projects; provides technical assistance to the Director of Parks and Recreation; performs technical tasks to maintain and improve the Town's parks system; performs related work as required.

#### Job Functions

- Directs and supervises through subordinate staff, the landscaping and maintenance of the Town's park system.
- Provides technical advice and training to all assigned division staff in work and safety procedures and in the operation and use of equipment and supplies.
- Evaluates performance, completes applicable reviews as necessary, counsels' employees and effectively recommends initial disciplinary action; assists in the selection and promotion within the division.
- Performs park and playground inspections.
- Assists in the preparation and continually monitors the division's budget.
- Monitors operations and activities of the park services division and identifies equipment, staffing and supply needs and effectively recommends improvements and modifications.
- Obtains information from vendors and evaluates equipment, products or services; prepares and reviews bids and in consultation with Parks and Recreation Manager makes awards.
- Attends trade shows, seminars, demonstrations etc., to stay current on products and procedures of the industry.
- Acts as a representative of the Town in giving information and assistance to others; answers questions, investigates and responds to complaints.
- Prepares necessary reports and correspondence for internal and external requirements.
- Could perform all of the most complex duties applicable to the parks division.
- Establishes and maintains cooperative working relationships with the public, co-workers and outside agencies.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

#### Qualifications

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of twelfth (12th) grade supplemented by college-level coursework in parks and facilities maintenance and repair or related field and five (5) years of experience of increasingly responsible experience in construction, maintenance, or repair of parks and landscapes, buildings and facilities or general construction, including two (2) years of lead or supervisory experience.

May be required to obtain the following within a timeframe established by the Town:

- A valid California class B driver's license.
- A California Pesticide Qualified Applicators License.
- Certified Playground Safety Inspection (CPSI) certification.

#### Selection Process

A completed Town employment application is required by the close of recruitment, on **Tuesday, June 21<sup>st</sup>, 2022, at 5:30 pm**. Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale

Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.