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200 W 2<sup>nd</sup> Street, Freeport, TX 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\* [www.freeport.tx.us](http://www.freeport.tx.us)

**POSITION TITLE:** Parks Supervisor  
**DEPARTMENT:** Parks and Recreation  
**RATE CLASS:** Salary/Exempt  
**REPORTS TO:** Parks Director  
**SHIFT:** This is a seven (7) day per week operation. Days and time will vary with departmental requirements.  
(May be changed at the discretion of the City of Freeport)

**EDUCATION:** High School Diploma or GED required. Associates degree preferred. Extended training will be required during employment. Required departmental certifications will be required within a limited period of time.

**JOB SUMMARY:**

This position is responsible for assisting in planning, organizing, scheduling, and supervision of activities in the Parks Department. The Supervisor acts as a section head and is responsible for the supervision of part-time and full-time staff, projects, and facilities. Fundamental duties include ensuring a safe, productive, and cooperative department. The Parks Supervisor position will obtain longevity and demonstrate more knowledge and capabilities towards the duties of the assigned department.

**SPECIAL SKILLS:** Proficient use of office equipment and PCs. The employee must also have knowledge of plants and flowers used in landscaping. Excellent interpersonal communication skills as well as highly skilled writing and phone etiquette abilities are required. Must have a demonstrated ability to work well with the public and be able to maintain confidentiality. Must have a demonstrated ability in personnel supervision. The employee must also have a strong background in making judgment decisions based on applicable laws and department regulations.

**DUTIES & RESPONSIBILITIES:**

- Follow all City and Departmental policies and procedures
- Follow all State and Federal laws pertaining to your department
- Assist in all personnel functions i.e.(hiring, training, evaluating, and terminating)
- Assist in the planning and implementation of departmental policies, procedures, and short-and-long-term goals
- Supervise full and part-time staff and contract personnel
- Assist in all departmental functions where required

- Assist in the review, development of plans, and construction and development of departmental projects
- Attend all required training and maintain all required certification
- Order, maintain, and insure efficient use of departmental equipment and materials
- Assist in developing and administering the financial budget for the department
- Facilitate procedures for assisting citizens with requests and problems
- Maintain a high degree of proficiency in the use of departmental personnel and materials
- Assist in the assignment of personnel to daily job duties
- Maintain time and attendance records for employees and contract personnel
- Oversee the activities and use of city facilities where required
- Oversee the upkeep of departmental facilities and grounds
- Maintain current information on all applicable departmental laws
- Track work against departmental work plan
- Prepare and maintain reports as required
- Maintain departmental documentation through applicable retention schedule
- Assist with all department functions to insure a high-quality and civically responsible department
- Assist in applicant testing process and procedures
- Assist in the representation of the department in public relations matters
- Assist in the preparation of reports and presentations of such reports to the City Manager and Council
- Conduct required safety and work-related training sessions
- Collect and account for departmental receipts
- Assist personnel with work assignments where necessary
- Monitor and evaluate staff performance and meet regularly with staff to identify and resolve possible or existing problems
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

**OTHER DUTIES:** This job description is intended to describe the general nature of work performed by the Parks Supervisor and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor.

**PHYSICAL/MENTAL REQUIREMENTS:**

Physical: Must be able to pass a physical examination and drug screen. Must be able to operate a motor vehicle. Must also be able to stand, sit, type, and/or write for extended periods of time. Must be able to lift minimum of 50 lbs, bend, squat, twist, etc. The ability to work in variety of weather conditions is also required.

**Mental:** Must maintain the ability to work well with others as well as the general public in a variety of situations. Must Be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts. This position requires the ability to make independent and sound judgments.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

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Employee Signature

Date