MERCED IRRIGATION DISTRICT
PARKS SUPERVISOR

FLSA - Exempt

DEFINITION:

Under general direction, perform a variety of tasks relating to the overall operations, administration, and maintenance of the Merced Irrigation District's Parks and Recreation Department located in Merced and Mariposa Counties, including personnel training, scheduling, evaluation, and discipline.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Provide exceptional customer service in a consistent, friendly, courteous, helpful, and efficient manner to all our guests, visitors, and stakeholders to enhance the Parks and Recreation experience, and the comfort, safety, and enjoyment of the parks and lakes environment.
- Exercise direct supervision of the Parks Department Ranger and Park Aide staff in a manner that enhances job performance and satisfaction and the overall Parks and Recreation environment.
- Communicate and enforce policies and procedures of the Merced Irrigation District along with rules and regulations set forth in the form of a Mariposa County Ordinance as it applies to the operation of the park.
- Supervise the cleaning, maintenance, and minor repair of Park and Recreation facilities and amenities in a manner that ensures that all facilities and amenities are in optimal working condition and provides a neat, clean, safe, and attractive environment for all our guests, visitors, and stakeholders.
- Directly contribute to the hiring, training, evaluation of Park Ranger and Park Aide staff and provide direct supervision of Park Ranger and Park Aide staff including park volunteers.
- Under procedures set forth by District Policy, supervise the administration, collection, and accounting of revenues generated within the Parks and Recreation areas.
- Supervise and administer the collection and reporting of all statistical data on attendance and other activities as required.
- Compile and submit data required for presentation to the Board of Directors, through the Director of Parks and MID General Manager, as required for Board meetings.
- Administer, monitor, and maintain operational adherence to the approved fiscal Parks and Recreation Department budget and approved variances.
- Develop and maintain cooperative relations with other public agencies, private entities, the public, fellow employees, and management staff. Develop, implement, and maintain effective and efficient administrative and operational policies, procedures, and practices to enhance and optimize customer service and satisfaction and the overall fiscal results of the Parks and Recreation operations.
- Perform other duties as requested, directed, or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- A typical way of obtaining the knowledge, skills and abilities outlined in this job description would be graduation from an accredited college or university with major course work in recreation management, natural resource management, criminal justice, public safety, or a related field.

Experience:

- Five (5) years of progressively responsible experience in a parks and recreation setting preferred.
- Three (3) years in a supervisory role preferred.

Ability to:

- Provide exceptional customer service.
- Communicate clearly and concisely, orally and in writing.
- Plan, organize and implement administration, operations, and visitor services programs.
- Work weekends and holidays and night shifts to ensure the Parks and Recreation areas are properly staffed and maintained during peak visitor periods.
- Oversee and administrate contracts as may be required from time to time.
- Train, motivate, and supervise personnel.

Knowledge of:

- Park and recreation systems, policies, practices, and procedures, including methods, materials and equipment used in the care and maintenance of parks and recreational areas.
- Water and boating safety practices and techniques in enforcement of parks rules and regulations.
- Accounting principles, budgeting, and personnel procedures.

Necessary Special Requirements:

- Possession of/or the ability to obtain and maintain certification in Basic Red Cross First Aid and cardiopulmonary resuscitation (CPR).
- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two-hour Ethics training course every two years in compliance with California AB 1234.
- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines, and rules.

RESIDENCY OPTION:

The Park Supervisor may reside on District property in the recreation areas. Residence areas and hook- up facilities are available to set up a mobile home residence. The District may impose fees for residence areas.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 70% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment.

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Effectively handle difficult customer service and relations situations
- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project, and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately, and timely.

- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up, and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computers, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.
- Hands-on assistance and training of typical daily maintenance and repair tasks

Sitting:	Remains in a seated position for up to eight (8) hours per day.
Hands/Arms:	Operates computer for up to eight (8) hours per day.
Lifting:	Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist.
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.
Vision:	Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Director of Parks.

I have reviewed this Job Description with my Supervisor and agree with its contents.

_____

Employee Signature/Date

_____

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all- inclusive. They represent typical elements and criteria necessary to successfully perform the job.