



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Parks Supervisor
DEPARTMENT: Parks and Recreation
DIVISION:
SUPERVISED BY: Parks Director or designee

JOB SUMMARY/OVERVIEW OF THE POSITION: The Parks Supervisor oversees employees, contractors, and performs a variety of semi-skilled tasks related to the maintenance and operation of the City's parks and recreational facilities. Responsibilities include maintaining buildings, grounds, irrigation systems, water features, pumps, turf, athletic fields, and splash pads. The Parks Supervisor manages Maintenance Workers, spray and irrigation specialists, contract workers, skilled trades personnel, and independent contractors. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

Assist with the maintenance of the burial grounds and performs general grounds keeping.

- Supervise employees and perform hands-on maintenance of parks, athletic facilities, recreational areas, and splash pads.
- Oversee irrigation and water feature operations, including pumps, water fountains, and splash pad systems.
- Inspect, clean, and maintain splash pad surfaces, drains, nozzles, filters, and water treatment equipment to ensure safe, functional, and sanitary conditions.
- Perform hands-on maintenance, design, and repair of irrigation systems.
- Maintain park facilities, including playscapes, furniture, fencing, buildings, and fixtures.
- Manage turf in specialty areas, including soccer, baseball, and softball fields.
- Operate and maintain department equipment, including tools for pest control and fertilizer application.
- Conduct employee evaluations, provide personnel counseling, document incidents, and assist the Director with operational and staffing needs.
- Assist in budget preparation and monitoring; ensure compliance with purchasing procedures.
- Track usage, maintenance, and inventory of Parks equipment and supplies.
- Enforce safety procedures, conduct training, and report hazards.
- Assign and supervise completion of work orders efficiently; schedule staff overtime as directed.
- Ensure proper use and maintenance of City vehicles and enforce safety rules.
- Act as the lead of the Parks Division in the absence of the Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of park and grounds maintenance principles, practices, and operations.
- Proficient in irrigation system design, installation, maintenance, and repair.
- Knowledge of splash pad operations, water treatment, and safety standards.
- Ability to diagnose turf disease, insect, and weed issues.
- Skilled in the use of hand tools, mechanical equipment, and semi-skilled repair techniques.
- Knowledge of safety hazards and applicable precautions.
- Ability to supervise, train, and motivate staff effectively.
- Ability to follow oral and written instructions.
- Strong organizational and communication skills.
- Ability to establish and maintain effective working relationships with employees and the public.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (with corrective device), good hearing (with corrective device), ability to lift and load 45lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

HIGH SCHOOL DIPLOMA OR GED REQUIRED:

- Minimum of two (2) years of progressively responsible parks or field experience.
- At least one (1) year of supervisory experience.
- Preferred: Two (2) years or certification in pump and irrigation design, installation, maintenance, and repair.
- Experience with splash pad maintenance, water safety, and water feature operations preferred.
- Any related combination of training and experience will be considered.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida State driver's license, insurable by the City's insurance.
- CPSI certification desired.
- AFO certification required within one year of hire.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: See current pay scale