

**VILLAGE OF WINTHROP HARBOR**  
**JOB DESCRIPTION**  
**AT-WILL PARKS AND RECREATION SUPERVISOR**

**Job Title:** At-Will Full-Time Parks and Recreation Supervisor  
**Department:** Parks and Recreation  
**Rate of Pay:** To be determined by Village Wage Policy

**Duties**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Under the general supervision of the Parks and Recreation Director, this position is responsible for the care and maintenance of parks, and other municipal grounds, this includes daily supervision of parks and building maintenance employees and resources and equipment necessary for the maintenance and care of the village properties. This position is a working supervisor and will require the incumbent to perform duties required for ground and landscape maintenance, inspection and maintenance of park amenities, irrigation inspection, and reporting.

In addition to the maintenance duties, this position is responsible for assisting the Parks and Recreation Director in the coordination of all municipal special events, recreation, and leisure programs. The goal of this position will be to provide and promote recreational opportunities to municipal residents and visitors, and to promote a healthy, active, and involved lifestyle in Winthrop Harbor.

**Essential Functions**

Essential and other important responsibilities may include, but are not limited to, the following:

- Provide direction to department staff in the absence of the Parks and Recreation Director.
- Provide support to the Parks and Recreation Director in all special events, recreation, and leisure programs of the Village.
- Performs a variety of manual, semi-skilled, and skilled construction, maintenance, and repair work of Village parks and recreation facilities.
- Operates specialized equipment such as power mowers, chain saws, fertilizer spreaders, aerators, spray rigs, and other essential equipment.

**ESSENTIAL DUTIES SUPERVISION RECEIVED AND EXERCISED JOB SUMMARY**

- Waters, mows, cultivates, prunes, weeds, renovates, and fertilizes grass, plants, trees, flowers, and shrubs.
- Prepares and maintains athletic fields and related facilities, swimming pools, and other indoor or outdoor recreational facilities.
- Installs, maintains, and replaces playground equipment and fences; assembles tables, benches, and bleachers.
- Sprays various fertilizers, herbicides, pesticides, and other related chemicals in Village parks and recreation areas.
- May assist in training or leading the work of other Park Maintenance Workers.
- Installs, maintains and makes repairs to maintain park facilities such as restrooms, concession stands, and picnic shelters.
- Performs and/or directs routine maintenance and cleaning of tools and equipment.
- Participates in removing, topping, pruning, and trimming trees and uses hand and power saws. and other equipment to cut up branches and remove tree trimmings and stumps.
- Supervise Village sponsored activities and events.
- Draft reports on any property damage and injuries occurring on Village property.
- Immediately makes repairs from vandalism and property damage.
- Follows proper safety procedures and precautions in relation to all work performed and activities of the department.
- Drives vehicles and operates equipment as required.
- May be required to work any shift, including weekends, evenings, and holidays and take standby duty if assigned.
- May be subject to callouts after hours and weekends.
- Performs related duties as assigned.

### **Physical Requirements**

1. Work is conducted in an office environment with some exposure to criticism from the public. The requirement to balance priorities, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a workday; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring the ability to manage multiple projects; while maintaining a pleasant, professional and positive demeanor.
2. Requirement for sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate office equipment and vehicle;
3. Required to work in both a general office environment as well as outdoors in inclement weather while organizing and implementing programming;
4. Working hours will be highly variable and will include evenings and weekends;
5. Work requires medium to high physical exertion in the delivery of recreation activities and events;
6. Requires the ability to work independently and demonstrate exceptional time management;
7. Work involves mental and visual concentration with frequent interruptions.

### **License or Certificate:**

- Possession of an appropriate, valid Driver's License with a good driving record