CITY OF MARQUETTE
Job Description

POSITION TITLE: Parks and Recreation Supervisor

REPORTS TO: Parks and Recreation Coordinator

EFFECTIVE DATE: October 5, 2021

JOB CLASS CODE: Regular Part-Time (Non-Exempt)

JOB SUMMARY

The primary responsibility of the Parks and Recreation Supervisor is to assist the Parks and Recreation Coordinator in the efficient operation of various parks and recreation facilities located throughout the City of Marquette. The Parks and Recreation Supervisor will work alongside seasonal staff and be the on-site supervisor for staff.

ESSENTIAL DUTIES

An employee in this position may be called upon to do any of the following:

- Assist the Parks and Recreation Coordinator with the supervision and training of seasonal Parks and Recreation employees including, Parks and Recreation Attendants, Ball Field Laborers, Zamboni Drivers, and Skate Guards.
- Work alongside the seasonal Parks and Recreation employees to both assist with operations and ensure all job duties are effectively being performed.
- Maintain written documentation of all discipline and counseling on employee performance issues and forwards to Human Resources for inclusion in employee's personnel file.
- Ensure public relations are handled in a courteous and professional manner, both by oneself and other employees.
- Prepare reports and recommendations to the Parks and Recreation Coordinator as assigned.
- Represent the City of Marquette by greeting visitors to the various parks and recreation facilities and educating them on policies. Work to ensure a safe and enjoyable park experience.
- Supervise and assist with special event operations at Lakeview Arena and all other City parks.
- Operate equipment such as a Zamboni, ice edger, ball field drag, snowblower, and riding floor scrubber.
- Perform light building maintenance and janitorial tasks such as window cleaning, washing interior surfaces, cleaning furniture, cleaning kitchen appliances and barbecue, sweeping and mopping floors, and cleaning public restrooms.
- Maintain building grounds by picking up litter, raking, shoveling, spreading ice control materials, mowing grass, watering and weeding planting beds, and similar tasks.
- Report accidents, emergencies, scheduling problems, and building repair and maintenance needs to the appropriate City staff person.

- Exercise proper safety precautions in the performance of work, including use of appropriate personal protective equipment, machine guards, and safe work procedures and ensure seasonal staff is as well.
- Operate City equipment in a safe, courteous manner using sound judgment at all times.
- Keep daily assigned equipment clean and organized.
- Work hours and assignments vary and will include weekend shifts and evening shifts.

NON-ESSENTIAL DUTIES

Performs other related functions as assigned.

MATERIALS AND EQUIPMENT REQUIRED

- Zamboni and ice edger
- Riding floor scrubber
- Ball field drag
- Rakes, shovels and other hand tools used for lawn work.
- Power tools for yard work including weed whip, leaf vac and blower, sod cutter, power edger, garden tiller and turf boom.

MINIMUM QUALIFICATIONS

- A valid Michigan driver's license and good driving record.
- High school diploma or equivalent.
- At least one year of supervisory experience, including hiring, training and evaluating employees and experience working in a park system, arena and other maintenance responsibilities preferred.
- Must maintain satisfactory working relationships with public officials, user groups, the general public and other City employees.
- Ability to work a flexible schedule that includes evenings, weekends and holidays.
- Knowledge of safe work practices and materials used.
- Knowledge and ability to operate a variety of hand tools and power equipment used in landscape maintenance.

PHYSICAL DEMANDS

- Ability to communicate orally in a clear manner.
- Ability to work outdoors in all types of climate and weather conditions. Ability to withstand temperature changes in the work environment.
- Physical strength and dexterity to perform work involving lifting and carrying moderately heavy objects.
- Ability to lift 75 pounds maximum with assistance of another person, and frequent lifting and/or carrying objects weighing up to 40 pounds.
- Frequent bending, squatting, twisting climbing and reaching.
- Occasional sitting and driving.
- Ability to distinguish various sounds and people or objects at varied distances.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description.

Approved by:

Department Head

Jennifer LaPage

Director, Administrative Services