



## **Preserve Supervisor**

**Category:** Classified/Excluded  
**Pay Grade:** C26  
**Job Code:** 02470

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

This is working supervisory work managing a medium to large sized County park/preserve operation. Employees in this class supervise a major park/preserve, which is extensive in area and number or complexity of facilities. Duties include participating in formulating park/preserve improvement plans and management policies and employees are permitted to exercise considerable initiative and discretion in carrying out approved policies and plans. Assignments are made orally and in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Manages a complex park/preserve, confers with central administration staff to receive general policy directions and, within directed policy, manages the park/preserve as a public and business enterprise;
- Supervises the operation and maintenance of park/preserve facilities including interpretive or instructional areas, boat dock areas, fishing, bathing or swimming areas, lifeguarding, building and grounds maintenance and security patrolling;
- Makes periodic inspections of park/preserve areas and facilities, makes notes of discrepancies in operations and instructs in the proper use of machinery and equipment;
- Requisitions materials and supplies for park/preserve operations and maintenance, keeps records of expenditures and supervises training of new personnel;
- Prepares periodic reports concerning all phases of park/preserve operations and prepares and submit budget information;
- Coordinates the activities of volunteer personnel as needed within the section or department; and
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

High School diploma or an acceptable equivalency diploma (GED); and four (4) years of experience in parks operations, two (2) years of which must have been at the supervisory level; or an equivalent combination of education, training and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Rotating shift, weekend, holiday, and overtime schedules.
- Employee's name must not appear on the Health and Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of the principles, practices and techniques of park/preserve management;
- Knowledge of operational and maintenance requirements of typical park/preserve facilities and equipment;

- Knowledge of safety procedures and effectively precautionary measures;
- Knowledge of indigenous animal, fish and plant life;
- Knowledge of techniques applicable to the development and public use of beach and bathing areas;
- Ability to meet the public effectively and give information regarding park/preserve regulations and facilities;
- Ability to supervise the mechanical maintenance of equipment and general maintenance of buildings and grounds;
- Ability to maintain and supervise the maintenance of operational records.

### **PHYSICAL/MENTAL DEMANDS**

The work is medium and requires exerting up to 50 pounds of force occasionally, and up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Visual Acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.