

SNOHOMISH COUNTY JOB DESCRIPTION

PARK OPERATIONS SUPERVISOR

Spec No. 8038

BASIC FUNCTION

To plan, schedule and supervise the work of subordinates engaged in providing park security, public information, interpretive programs, and routine park maintenance services.

STATEMENT OF DUTIES

1. Coordinates and supervises park security, public information, interpretive programs and routine maintenance activities; establishes work priorities and assignments, and coordinates work projects with other sections of the department as necessary. Oversee and coordinate event and concessionaire activities and agreements.
2. Plans, coordinates, supervises and schedules, and evaluates the work of subordinate Park Rangers, Senior Park Rangers, Caretakers and temporary, seasonal and part-time help; monitors the work of subordinates; conducts performance reviews with Park Rangers and Sr. Park Rangers; provides instruction, training, coaching and assistance as necessary; completes personnel actions including evaluations and discipline; participates in personnel process including hiring, promotions transfers and terminations.
3. Prepares and submits the section's annual program plan and budget request; develops and implements policy and procedure recommendations as necessary to ensure efficient operations and safe working conditions; implements and coordinates safety and other training programs as required.
4. Plays the lead role in establishment and/or continued development of park routine maintenance standards. Responsibility for the implementation and monitoring of work programs to assure park standard compliance.
5. Makes periodic inspections of each park site and assists subordinate in solving problems as necessary.
6. Coordinates supplies and equipment required for park operations; orders supplies and equipment as necessary including the ordering and tracking of all uniform purchases and signage requests at the same time maintaining continuity and adhering to policies.
7. Maintains necessary records and prepares required reports.
8. Schedules and/or conducts Ranger and Sr. Ranger staff and safety meetings as necessary; Assists Senior Rangers in performing park area management responsibilities; organizes training sessions and compiles pertinent training materials.
9. Develops, implements, and conducts public information programs in areas of park vandalism, boating safety, environment ethics, wetlands, and other general park programs.

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STATEMENT OF OTHER JOB DUTIES

10. Serves as liaison between Park Ranger staff and Sheriff's office regarding park enforcement issues; collects and files all citations and prepares required reports.
11. Coordinates radio communications use between Park Ranger Staff and SNOPAC and SERS radio systems.
12. Provides support for wireless communications department wide.
13. Responsible for maintaining and repairing automated fee collection pay stations.
14. May respond to, or direct subordinate staff to emergency incidents or conditions after regular business hours.
15. Performs safety inspections of playground equipment
16. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelors degree in Forestry, Recreation, Criminal Justice, Natural Resource Management or a closely related field; OR successful completion of the Skagit Valley Community College Park Law Enforcement Academy; plus five (5) years of supervisory or lead parks and recreation experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Employees may be required to obtain a Special Deputy Sheriffs Commission or other approved commissioning agent that restricts law enforcement issues as they pertain to Snohomish County Parks & Recreation.

A valid State of Washington Driver's License may be required for employment.

Possession of or ability to obtain a valid First Aid Card within ninety (90) days of employment is required.

May be required to obtain Certification in Playground Safety Inspection.

Candidates for employment may be required to pass pre-employment examination which may include, but not limited to, a physical examination, fingerprinting, criminal record check, polygraph examination, a medical exam and a psychological evaluation prior to appointment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- routine park maintenance practices;
- park rules and regulations;
- departmental policies, procedures and standards;
- safety rules and regulations including First Aid and CPR practices and procedures;
- the principles and practices of employee hiring process and performance reviews;
- the principles and practices of supervision, team building, coaching, customer service, program planning and budgeting;
- the principles and practices of organization and administration;
- the principles and practices of computer operation and applications;
- county personnel rules and practices including grievance handling procedures;
- enforcement of state and county laws as it pertains to Snohomish County Parks;
- the principles and practices of playground equipment safety inspections;
- the principles and practices of operating, programming and maintaining security systems;
- the principles and practices of creating and maintaining a lock keying system.

Ability to:

- plan, coordinate, and effectively supervise and evaluate the work of subordinate employees;
- develop facility standards;
- prepare program plans and budgets;
- identify and analyze park problems and safety hazards and develop effective courses of action;
- develop and implement policy and procedure recommendations;
- establish and maintain effective working relationships with superiors, subordinates, associates and the general public;
- communicate effectively, both orally and in writing;
- utilize computer to compile information and create automated management reports;
- maintain complete and accurate records and to prepare required reports.

PHYSICAL EFFORT

No unusual physical effort is required, but employee may occasionally perform manual labor duties.

SUPERVISION

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Employee receives general direction from the Parks Maintenance and Operations Manager and performs the work with considerable independence. Work is evaluated through conferences, status reports and results obtained.

WORKING CONDITIONS

Work is performed at a variety of sites including outdoors in all types of weather conditions and involves exposure to a variety of hazardous work conditions and materials. Administrative work is usually performed in a normal office environment. Employees may be on call to respond to emergency conditions occurring after normal working hours and are required to work evenings, weekends, and holidays as necessary

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: August 1982

Previous Spec No. 930965

Revised: November 1990; February 2006; Re-titled July 2006 (Previously Park Ranger Supervisor)

EEO Category: 2 - Pprofessional

Pay Grade: 243 – Classified Pay Plan