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## POSITION DESCRIPTION

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**TITLE:** PARK SUPERVISOR  
**REPORTS TO:** Customer Services Manager  
**GRADE:** 11  
**FLSA:** Exempt  
**CONFIDENTIAL:** Yes

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**SUPERVISORY RESPONSIBILITIES**  
**DIRECT:** (Position Titles) Park Ranger I and II  
**INDIRECT:** None

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** Bachelor's degree with an emphasis in science or parks and recreation preferred, or equivalent combination of education and experience; valid California driver license, proof of insurability, and Standard First Aid and CPR certifications are required. Completion of P.C. 832 training and American Red Cross' CPR/AED for Professional Rescuers (or equivalent) are required within the first year in the position.

**EXPERIENCE:** Minimum of five years' experience within a parks and recreation or historical site environment; experience interacting with and relating to the public in busy and emergency situations. Knowledge of park facility operations and maintenance and repairs. Ability to work independently with a clear understanding of goals and objectives. Ability to operate of a two-way radio, cellular phone and camera; ability to effectively utilize a personal computer and peripherals; ability to utilize a variety of small hand tools and some power equipment; ability to operate a variety of vehicles; a knowledge of local flora and fauna; ability to write clear and concise reports; supervisory experience; volunteer coordination experience; and public service or customer service experience.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive general work assignments, review results, and address administrative duties; District employees and volunteers to provide access to park facilities and discuss park needs; all other District personnel as required.

**EXTERNAL:** Interaction with emergency service personnel (law enforcement, fire, paramedic); community groups and other governmental agencies; acts as liaison between District and public visitors; others as required by position duties.

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### PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep ladders; may on an infrequent basis assist with lifting up to 100

pounds; ability to tolerate frequent bending and stooping; good hearing, eyesight, and speech capabilities; excellent verbal and written communication skills; ability to work in all types of weather; ability to tolerate periods of sitting and exposure to a computer screen.

***This position requires the ability to work evenings, weekends, and holidays.***

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### ENVIRONMENTAL CONDITIONS

Work is often performed outdoors in all kinds of weather. Subject to: hazardous materials, confined spaces, foul odors, hazardous traffic conditions, noisy conditions, contact with animals, insects, vegetation, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Office settings have lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; long periods of sitting; exposure to a computer screen. Appropriate personal safety equipment is provided.

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### DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

Under general direction, this at will position is responsible for planning, supervising, and coordinating the activities and operation of Elfin Forest Recreational Reserve (EFRR). This position is responsible for the planning, construction, maintenance, and repair of the District's recreational trails and facilities; inspects work in progress; and, upon completion, maintains a clear and concise record of work. Under general supervision, this position is responsible for ensuring the District's compliance with all local, state, and federal regulations relating to the operation of EFRR. Responsible for effectively and safely utilizing District resources. Acts as a positive role model and professionally represents the District. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs, is necessary. An ability to perform successfully within a team environment; gather, analyze, and interpret data; support the District Strategic Plan and Mission Statement; and work independently with a clear understanding of goals and objectives are essential. Ability to effectively utilize personal computers and peripherals and a proven ability to organize and manage competing priorities and effectively delegate are required. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

<b>% TIME</b>	<b>TASKS</b>
<b>40%</b>	<p>Administers the operation of Elfin Forest Recreational Reserve (EFRR):</p> <ul style="list-style-type: none"><li>• Recommends and implements policies and procedures to ensure adherence to Recreation Master Plan, Article 26 of the Administrative and Ethics Code, and visitor safety.</li><li>• Participates in the development of and implements District and departmental goals and objectives.</li><li>• Implements the EFRR Strategic Plan.</li><li>• Submits budget recommendations to Customer Services Manager for annual and mid-year operating and capital budget.</li><li>• Plans, prepares, and updates the Capital Improvement Projects (CIP) related to management of EFRR.</li><li>• Identifies opportunities for improving service delivery methods and procedures, identifies resource needs, reviews with appropriate management staff, and implements improvements.</li><li>• Submits information and reports to regulatory agencies as required.</li><li>• Coordinates the processing of environmental and planning permits.</li></ul>

- Manages EFRR volunteer docent and trail patrol programs. Duties include: strategic planning, recruiting, staffing, training, scheduling, problem resolution, establishing goals and objectives; measuring results and continued process improvement.
- Manages EFRR education programs in coordination with education partners. Duties include: cooperation with private and public organizations, curriculum development, recruiting, scheduling, training, funding, establishing goals, measuring results, and continued process improvement.
- Implements EFRR Special Event Policy in coordination with District management. Duties include: coordination with business owners and fundraising groups, coordination with emergency service personnel, jurisdictional permitting, insurance confirmation, and fee collection.
- Conducts and participates in meetings with community groups and partnering agencies on planning, community, or technical matters.
- Coordinates and supervises the design, planning, and construction of trails and recreation facilities.
- Prepares specifications, proposals and all necessary documentation to provide contract services.
- Makes comprehensive written and oral reports, including preparation of agenda items, to the Board of Directors and external agencies.
- Prepares letters, memorandums, and other written documents and correspondence.
- Orders materials and supplies in accordance with EFRR budget.
- Prepares work schedules and approved time off.
- Oversees maintenance programs, requisitions, and repairs, including scheduling and directing the work of contract labor.

**20%**

Promotes Elfin Forest Recreational Reserve (Community Relations):

- Develops and implements appropriate and effective community services, special events and youth programs.
- Promotes EFRR as a resource to the local community with an emphasis on conservation; represent EFRR at outside community events.
- Promotes EFRR volunteer programs, education program, docents, and the interpretive center.
- Coordinates work with community groups, partnering agencies, and outside volunteers.
- Plans, organizes, and schedules activities and events at EFRR, including recreational and community events; coordinates with other organizations.
- Develops and implements various recreation and education programs and activities for all ages.
- Monitors and surveys visitor satisfaction levels, investigates and resolves sensitive and difficult public complaints, and assists with the assuring a quality customer service program.
- Develops and coordinates targeted marketing and advertising programs and activities.
- Establishes and maintains cooperative relationships with District officials and employees, the general public, consultants, and representatives of other agencies.

**20%**

Supervises the organization and operations of Elfin Forest Recreational Reserve:

- Coordinates and reviews the work plan for assigned services and activities; assigns work activities and projects; monitors work flow; identifies opportunities for improvement.
- Plans, reviews, and coordinates the work of staff involved in the care, maintenance, and monitoring of EFRR' s trails and amenities; directs the installation and maintenance of trail features, landscape, and irrigation systems.
- Estimates labor and material cost for work to be performed.

- Coordinates and directs the performance of outside consultants and contractors, monitors contractor performance, and implements appropriate control methods; monitors construction schedule and cost controls in park and related projects.
- Visually observes and inspects EFRR for safety hazards. Ensures visitor safety and rule compliance. Investigates, reports, and documents incidents involving rule violations, accidents, vandalism, and emergency response.
- Supervises and reviews habitat plans and related cost estimates for open space and park improvements.
- Inspects and/or supervises open space and park construction to ensure that projects are completed to District standards and ensures consistency with master plans.

**10%**

Develops park personnel:

- Selects, trains, motivates, and evaluates EFRR personnel; conducts performance reviews; and provides or coordinates staff training.
- Develops standards of performance for staff; observes and documents performance and prepares periodic and special evaluations of performance; provides coaching for improvement and personal development; makes recommendations and actively participates in recognition and disciplinary actions, in accordance with the District's Human Resources Policies and labor contract provisions.
- Leads the development and implementation of goals, objectives, policies, and priorities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of park operation, outdoor education, and volunteer coordination.

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**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%**

Performs all related duties as assigned.