

VACANCY ANNOUNCEMENT

JOB TITLE: Grounds Supervisor

POSTING DATES: March 12, 2021 – Until Filled

WORK LOCATION: LaBelle, FL

POSITION SUMMARY:

The purpose of this position is to perform a variety of technical, administrative and supervisory work in the facility operations of the Hendry-LaBelle Recreation Board Parks. In addition, this position is uniquely responsible for managing the support of special events in this department. Under supervision of the Director the purpose of the Supervisors position is to provide organization, sanitation, and general maintenance in the Recreation Department. This full-time position plays an important role in the everyday operation of the division. It is your responsibility to open the assigned parks, perform maintenance at their assigned facilities as well as ensure there are no safety issues, contacting the Director if needed. You are the backbone of the Groundkeeper crew, completing the assigned day to day tasks and assisting with the department events and other assigned duties. The area consists of 17 parks with athletics fields, numerous pavilions, boat ramp and other areas the department is responsible for.

Perform general maintenance and repairs to include plumbing, electrical, painting, and mechanical, etc. (e.g. replace light bulbs, repair fixtures, snake drains, replace defective switches or fuses). Possess enough general knowledge to recognize and resolve any emergency situation, with regard to maintenance (electrical, mechanical, plumbing, etc

Supervising the recreational staff, scheduling, implementing as well as interpretation of certain policies, and evaluating the staff as to performance along with making recommendations as to any disciplinary measures relative to staff disobedience. You will plan, organize and act as coordinator with regard to a number of recreational and communal programs at the park level, community center or with regard to other recreational facilities.

DUTIES AND RESPONSIBILITIES:

- Set goals for performance and organize workflow to ensure that employees understand their duties or delegated tasks.
- Opening of park facilities.
- Inspecting park facilities for any safety issues that may be present.
- Inspect, audit, adjust and repair the systems and set timers.
- Sprays for weeds and other plant material.
- Knowledge of sports turf management including fertilization.
- Ability to communicate clearly and concisely, orally and in writing.
- Monitor employee productivity and maintain timekeeping
- Pass on information from upper management to employees and vice versa. Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises.
- Painting of athletic fields.
- Brings equipment out to different sites for repairs and maintenance.
- Mows athletic field.
- Pick stick trash around the park.
- Ability to learn, do and teach a variety of job descriptions
- Utilize chain saws and work crews to safely cut down limbs.
- Prune or treat trees or shrubs using handsaws, pruning hooks, sheers, and clippers.
- Develop and organize preventative maintenance and safety inspection programs for all facilities and equipment.
- Ability to enforce rules and regulations with tact, firmness and impartiality and to resolve differences of participants.
- Clean restrooms.
- Pressure clean park amenities. Handle maintenance responsibilities within the facility housekeeping area. This includes cleaning, sanitizing and deodorizing rest rooms; sweeping and mopping, scrubbing floors; emptying trash cans and waste bins; cleaning and dusting office furniture, walls and windows.
- Supervises in the using of hand tools and equipment and a variety of machines safely and efficiently to assist with repair tasks or general maintenance.

- Complete basic landscape maintenance.
- Work in group projects.
- Drag and line ball fields.
- Knowledge of septic systems and water drainage, ditches, ponds and waterways.
- Remove trash from trash cans.
- Pickup landscape debris.
- Drag and line ball fields.

Note: The following duties are not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, or related to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described.

OTHER FUNCTIONS:

Performs other duties as required; may be required to assist in supervising large events.

Responds to work during a declared state of disaster.

KNOWLEDGE, SKILLS ABILITIES AND COMPETENCIES REQUIRED:

Knowledge of principles of lawn care, seeding, and placing sod.

Knowledge of adjustment, maintenance and repair of sprinkler systems.

Knowledge of fertilizers, insecticides, and herbicides used in grounds care and gardening. Knowledge of the materials, methods and equipment typically used in building maintenance and ground maintenance work.

Knowledge of the use of proper methods and materials in cleaning and otherwise caring for buildings, grounds and equipment.

Knowledge of component parks, operating principles and maintenance needs of light equipment.

Skilled in the use of materials and equipment typically used for building and grounds maintenance.

Ability to understand and follow simple oral and written instructions.

Ability to make minor repairs and adjustments to building and grounds maintenance tools.

Ability to recognize safety hazards in the work involved and take precautionary methods to protect self and others.

Knowledge of the Parks and Recreation Department rules, regulations and operating procedures. Skill in properly applying chemicals.

Skill in using various landscaping and maintenance tools including power saws and other equipment.

Basic skills in understanding, speaking and writing the English language.

Ability to perform minor maintenance tasks using hand tools.

Ability to deal with customers in a courteous manner.

MINIMUM QUALIFICATIONS:

High school diploma, Diploma/Certificate in first line management. Good knowledge of MS Outlook, Excel, and Word. Outstanding organizational and leadership skills. Excellent communication and interpersonal skills. Physical education, recreation maintenance, leisure-type services or something related in past work or education.

HOURS OF WORK:

Schedule will vary according to events and time of season. Work schedule will be typically be Monday through Friday, 6:30 AM to 3:30 PM some week-end work will be required.

Licenses and/or Certifications:

- Valid Florida Driver's License required.
- CPR and First Aid Certification preferred.
- Playground Safety Inspector (CPSI) Certification preferred.
- OSHA (10-hour Construction) Certification preferred.

It is the responsibility of the incumbent to maintain their licenses and/or certifications as a job requirement.

Physical, drug test and background check will be required.

Valid Florida Driver's License and acceptable driving record is a must, and at all times must be maintained.

ANTICIPATED STARTING PAY:

Rate of pay depends on skills, qualifications and licensure. This is a full-time position that includes County medical benefits and State Retirement

TO APPLY: Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference form](#) to:

Audelia Bustamante
Hendry County BOCC
P.O. Box 2340 LaBelle, FL 33975
(Physical address: 640 S. Main Street)
Telephone: 863-675-5352
Fax: 863-674-4195
<http://www.hendryfla.net>
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HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDE APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.