

SHAWNEE COUNTY, KANSAS
Position Description
Park Maintenance Field Supervisor

Position Control Number: PR1033B, PR1197

FLSA Status: N

POSITION DESCRIPTION

Under general supervision, this position performs semi-skilled and skilled labor in construction, maintenance and related service activities for the county's parks, natural areas, trails, athletic fields and other grounds and properties; to operate a variety of tools and equipment in the conduct of parks and natural areas maintenance and other assigned activities; to provide technical guidance to lower-level crew members in assigned areas. This position works closely with staff on projects and assists with volunteer coordination. Performs other duties as required. This position is supervised by the Park District Manager.

WORK PERFORMED

- 40% Maintenance:** Perform activities associated with the care and maintenance of county facilities. Including such items as mowing, weed eating, fertilizing turf areas, irrigation repair, and clearing debris from streets, walks and other areas; will be licensed to apply herbicides, fungicides and pesticides and keep appropriate records.
- 30% Construction:** Performs a variety of skilled work in the maintenance, repair, alteration and construction of county parks and recreation facilities and equipment, including carpentry, plumbing, painting, concrete, welding, fabrication, installation and renovation.
- 30% Management:** Manage a staff of full-time and intermittent employees, plan projects, and assign work on a daily basis. Inspect parks and facilities for repair needs; review maintenance needs with assigned supervisor; perform maintenance and repairs.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management, including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Methods, practices and equipment used in parks and facility maintenance services and activities.
- Tree and plant identification.

Ability to:

- Use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and efficient manner.
- Establish and maintain effective working relationships with the public, co-workers and immediate supervisor.
- Communicate with and effectively manage direct reports.

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- Communicate effectively, both written and verbally, using the English language.
- Plan, assign, coordinate and direct the work of others.

Skill in:

- The use and application of chemicals, herbicides and fertilizers.
- The use of tools and equipment.
- Prescribed Burn Management.
- Vegetation Management (aquatic and terrestrial).
- Providing leadership and direction to employees.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting	X				Driving			X	
Pushing/Pulling		X			Bending			X		High Elevation		X		
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.	X				Around Moving Machinery			X	
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.		X			Twisting			X		Cramped Body Position	X			
Pushing/Pulling		X			Squatting			X		Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing				X	Work Above Ground	X			
Far Vision		X			Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces			X	
VOICE					Climbing		X			Moving Objects			X	
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-50 lbs.	X								X

EQUIPMENT USED

- | | | |
|-------------------|--------------|----------------------|
| Personal Computer | ATV/Sprayer | Tractor |
| Printer | Weed Eater | Backhoe |
| Tablet Computer | Lawn Mower | Loader |
| Radio | Pole Trimmer | Trencher |
| Hand Tools | Chainsaw | Automotive Equipment |

MINIMUM QUALIFICATIONS

- Degree from an accredited college/university or vocational school in Parks or Natural Resource Management, Horticulture, Environmental Science, Landscape Design, or a closely related field.

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- (OR) A High School Diploma or GED Certificate and four (4) years' experience in park management, agriculture, construction, or horticulture may be substituted for the required degree.
- Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- A Commercial Driver's License Class A (CDL) issued by the Kansas Department of Motor Vehicles is preferred, but not required.

SPECIAL REQUIREMENTS

- Required to pass pre-employment/periodic physicals/drug screens and a review of driving record.
- Required to lift fifty (50) pounds.
- Required to work some weekends.
- A Kansas Commercial Pesticide Applicator's Certification (3a and 3b) is required before the end of the probationary period.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 07/2023
Revised: 04/2026