

Town of Century, Florida

Job Description: Parks Manager

Job Title: Parks Manager

Classification: Non-Exempt

Position Category: Department Supervisors

Assigned Pay Grade: 102

Reports To: Mayor or Designee

Position Summary:

The Parks Manager is a working supervisor responsible for the daily operations, maintenance, and upkeep of all Town parks, recreational areas, and recreational buildings owned by the Town of Century. This position performs fieldwork alongside staff while ensuring that parks and facilities are clean, safe, and properly maintained. The Parks Manager also oversees equipment maintenance, organizes seasonal work schedules, and supports event preparation in Town parks and recreational buildings.

Essential Duties and Responsibilities:

- Perform and supervise the mowing, trimming, edging, mulching, and general landscaping of Town parks and open spaces
- Inspect and maintain playgrounds, benches, fencing, signage, pavilions, and walking trails
- Schedule and coordinate daily assignments for park maintenance workers and seasonal crews
- Operate and maintain landscaping equipment such as mowers, weed eaters, chain saws, and blowers
- Conduct routine maintenance and troubleshooting of irrigation systems and water lines
- Ensure that equipment, tools, and vehicles are properly maintained and safely operated
- Assist in preparing parks for public events, including trash removal, signage, and crowd control setup
- Maintain inventory of supplies and submit purchase requests as needed
- Respond to citizen complaints and concerns regarding park conditions and safety
- Maintain daily work logs and submit weekly progress reports to the Mayor or designee

Minimum Qualifications:

- High school diploma or GED
- At least 3 years of experience in grounds maintenance, landscaping, or public works
- At least 1 year of supervisory or lead worker experience in a field setting
- Must possess a valid Florida Driver's License
- Ability to safely use and maintain landscaping and power tools
- Strong understanding of workplace safety and equipment operation procedures

Physical Requirements:

- Ability to lift and carry up to 50 pounds
- Work is performed outdoors in a variety of weather conditions
- Frequent bending, stooping, standing, and walking over rough terrain

Signatures:

Employee Signature: _____ Date: _____

Supervisor/Department Head Signature: _____ Date: _____
