



Job Title:	Parks Supervisor		
Department/Group:	Public Works	Supervisor:	Public Works Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$17.00-\$27.00 hr. / Exempt	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
<p>Role and Responsibilities: Under the supervision of the Public Works Director, is responsible for maintaining City grounds and parks and beautification efforts.</p> <p>Responsible for overseeing all assigned staff and the compliance of all policies. Evaluates personnel, equipment and materials needed for all assigned programs Scheduling of Parks Department employees.</p> <ul style="list-style-type: none"> • Attending work as scheduled. • Design, install, and maintain all flower gardens. • Apply fungicide, pesticide, fertilizer to flowers, shrubs, and trees. • Diagnose plant and grass problems. • Select replacement plants and flowers. • Continue and advise on beautification projects. • City liaison for John's Pass Seafood Festival, Mad Dog Mad Beach Triathlon, and Green Thumb Festival. • City Coordinator for Coastal Clean-up and Great American Clean-up. • Attending continuing education classes for Restricted Pesticide License, Worker Protection Standard, and Florida Certified Nursery Professional. • Prepare purchase orders for Department Director approval on uniforms, tools, and capital equipment purchases. • Assist with preparation of the budget for the Parks Department. • Oversee landscape contractors • Maintain irrigation • Fertilize palm trees • Herbicide use as needed • Maintain beach access areas • Help coordinate tasks for hurricane, Red Tide, Etc.; such as filling sandbags, check chain saws, and answer question from public. • Overseed rye and treat for mole crickets at Recreation Center. • Able to work occasional overtime and civil defense recall if needed. • Other similar duties as assigned. 			



QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum of five years' experience with Florida plants and three years' experience with pesticides.
- Valid State of Florida driver's license.
- High school graduate or GED.
- AA or AS (or equivalent) with Horticulture and Landscape Design.
- Maintain active Pesticide License.
- Membership with Florida Nursey and Growers Association (preferred)
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.

KNOWLEDGE AND SKILLS

- Skills in use of small hand and power tools, including mowers, edger's, weed eaters, wee diggers, shovels, rakes, brooms, blowers, pitchforks, hoses, chain saws and power pruners.
- Knowledge of tree identification, plants and grasses.
- Ability to identify trees for resident removal.
- Ability to work in adverse weather conditions.
- A working knowledge of safety precautions.
- Ability to identify and report stormwater violations.

ESSENTIAL PHYSICAL SKILLS

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of driving, twisting, turning, climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL CONDITIONS

Performance of essential functions may require exposure to adverse environmental conditions, sometimes during extreme heat or cold, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim lights, or rude/irate customers.

ADA COMPLIANCE

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

THE STATEMENTS NOTED ABOVE ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT TO BE CONSTRUED AS A COMPREHENSIVE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED. THESE STATEMENTS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE EMPLOYER

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	