

City of Bloomfield – Job Description

Position:	Parks & Rec Lead	Reports to:	DPW
Department:	Parks	Original Date:	5/2023
FLSA Status:	Non-Exempt	Council Approved:	5/4/2023

JOB SUMMARY

Makes workload and resource projections for the department based on seasonal demands, and makes decisions affecting daily operations and maintenance. This position will require some flexible scheduling of days, evenings, and weekends. Employee is expected to work 40 hours per week.

ESSENTIAL JOB FUNCTIONS – SUPERVISORY AND ADMINISTRATIVE

1. Works with DPW to formulate an annual budget for the department.
2. Supervises staff including the swim and concessions staff at the pool, and temporary groundskeepers.
3. Is able to communicate clearly, both orally and in writing.
4. Participates in continual learning through individual study, seminars, and conferences to fulfill job functions, in some cases requiring travel.
5. Other duties as assigned.

ESSENTIAL JOB FUNCTIONS – PARKS & RECREATION DEPARTMENT

1. Set a schedule and determine resources for the care of turf, trees, and vegetation in the City's parks and recreation areas.
2. Review weekly maintenance and then schedule labor and resources for the construction, maintenance, and repairs of park facilities and structures, including shelters, restrooms, picnic tables, fences, trails, signs, bird feeders, and bird houses.
3. Periodically assess grounds keeping equipment for safe operation, including tractors, lawnmowers, weed eaters, trimmers, and chainsaws.
4. Ensures cleanliness of park facilities including shelters, restrooms, and picnic grounds, and that trash and litter are collected from grounds.
5. Assess damage to park facilities and structures after storms, and set a plan for repairs as needed. Presents any damage (accidental or not) to the City Clerk to notify the insurance company as necessary.
6. Maintain work orders and documentation of repairs, maintenance, etc. with the City Clerk.
7. Supervises pool operations and pool concessions. Presents any damage (accidental or not) to the City Clerk to notify the insurance company as necessary.
8. Monitors that the parks and ball fields are maintained.

EMPLOYMENT STANDARDS

Required Knowledge, Skills, and Abilities

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to follow oral, written, and diagrammatic instructions.
2. Ability to establish effective work relationships with co-workers, supervisors, and the public.
3. Ability to operate standard computer and office equipment including adding machine, telephone, copy machine, fax machine, and telecommunications equipment.

PHYSICAL DEMANDS

“X” indicates the amount of time the employee spends performing job functions:

N = None or 0%

F = Frequently or 34-66% (3-6 hours)

S = Seldom or 1-6% (up to ½ hour)

C = Constantly or 67-100% (6-8+ hours)

O = Occasionally or 7-33% (up to 3 hours)

	N	S	O	F	C		N	S	O	F	C
BODY POSITIONS						ENVIRONMENTAL					
Standing				X		Dust				X	
Sitting			X			Noise				X	
Walking				X		Vibrations			X		
Kneeling			X			Chemical Agents				X	
MOVEMENTS						Biological Agents			X		
Bending/Stooping				X		Excessive Heat			X		
Twisting				X		Excessive Cold		X			
Crawling		X				Traffic Hazards				X	
Squatting			X			Moving equipment/machinery				X	
Balancing			X			Trip and Fall obstacles				X	
Reaching Overhead			X			JOB SPECIFIC					
Reaching Forward				X		Indoors			X		
Climbing – Stairs, etc.			X			Outdoors					X
Neck Flexion/Extension				X		Driving – Vehicle/Equipment				X	
USE OF HANDS						Power Tools/Equipment				X	
Grasping/Handing					X	Sight/Hearing/Speech					X
Powerful Grasp			X			Other	X				
Fine Manipulation				X		Other	X				
Keyboarding/VDT 1 hrs/day		X				Other	X				
LIFT/CARRY						PUSH/PULL					
0-10 lbs. Carry 300 ft			X			0-10 lbs using tools/equip				X	
11-25 lbs. Carry 300 ft			X			11-25 lbs using tools/equip				X	
26-50 lbs. Carry 100 ft			X			26-50 lbs move supplies/equip			X		
51-75 lbs. Carry 25 ft			X			51-75 lbs move materials/equip			X		
76-100 lbs. Carry 6-10 ft		X				76-100 lbs move equipment		X			
Over 100 lbs. Carry 0 ft		X				Over 100 lbs move equipment		X			

Education, Training and Experience

- Required Education:** ● High School diploma
- Preferred Experience:** ● Experience in related field helpful but not necessary
- Required Licenses, Registrations and Certifications:** ● Valid Driver's License
● CDL Appropriate for Department as Determined by DPW
● CPO certification
- Required Testing:** ● Post-offer physical, drug test and functionality test

The City of Bloomfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage employees and prospective employees to discuss needed accommodations with the appropriate City representatives.