

## HOFFMAN ESTATES PARK DISTRICT MEMORANDUM # 16-026

To: Administrative and Finance Committee  
From: Dean Bostrom, Executive Director  
Craig Talsma, Deputy Director/Director of Finance & Administration  
Date: February 12, 2016  
Re: Job Description – Parks Administration/Turf Supervisor

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### **Background**

The Parks division, like other divisions within the District, continues to evolve. While supervisors remain necessary in the field, the need for a supervisor to provide administrative support has become more apparent.

### **Implications**

Recently, the Supervisor of Buildings and Aquatics position has been vacant. To balance the needs of the division, the Turf Supervisor temporarily assumed a greater load of administrative work. During the transition period, the parks division has experienced greater efficiencies in both areas.

As a result, staff believes the parks division will be best served by permanently adjusting the duties and responsibilities of the Turf Supervisor position. The Turf Supervisor job description has been adjusted to include administrative duties including but not limited to; maintaining the electronic work order system, purchase requisition entering, payroll approval, various divisional reports, budget and expense tracking and risk management assistance.

### **Recommendation**

Staff recommends that the A&F Committee recommend to the full board approval of the Parks Administration/Turf Supervisor Job Description as attached.

**HOFFMAN ESTATES PARK DISTRICT  
JOB DESCRIPTION  
Parks Administration / Turf Supervisor**

**JOB CLASSIFICATION: V – EXEMPT**

Function

The turf supervisor is responsible for the development, planting and maintenance of turf throughout the park system as well as a variety of administrative duties assisting the director of parks with the operation of the parks department.

Supervision Received

The Turf Supervisor is responsible to the Director of Parks Services / Risk Management.

Supervision Exercised

The turf supervisor shall provide direction to full-time staff as assigned by the Director of Parks Services / Risk Management, shall supervise assigned seasonal staff.

Essential Functions/Responsibilities

**A. Turf**

1. Order and maintain inventoried grass seed, pesticide, chemical, fertilizer supplies, soil erosion matting, and top soil when necessary.
2. Maintain records of sod repair and installation, seeding, and restoration of parks grounds, facilities, and athletic fields.
3. Responsible for all fertilizing and weed and disease control of all park's turf, ball field fence lines and warning tracks.
4. Perform monthly turf inspections in all parks.
5. Inspect and maintain all irrigation systems.
6. Schedule portable irrigation watering schedule for all irrigated and non-irrigated sites.
7. Maintain the cleanliness and order of the assigned tool and equipment storage areas.
8. Perform Thorgard Lightning Prediction System maintenance, inspections, and monitoring.
9. Assist in maintenance of naturalized areas.
10. Assist in supervising all snow removal operations.

**B. General Administration**

1. Shall provide direction to full-time staff as assigned by Director of Parks Services / Risk Management.
2. Responsible for hiring, supervising of assigned full-time and seasonal staff.
3. Designate job assignments and arrange work schedules to all employees under his/her direction.
4. Responsible for completion of assigned jobs, checking to be sure they are completed professionally.
5. Enter all divisional purchase order requisitions through provided District software.
6. Assist in the preparation of the annual operating budget.
7. Maintain MainTrac software including but not limited to entering maintenance hour work logs, maintaining asset records, maintaining preventative maintenance and park inspection schedules, providing reporting as requested, coordination of software with future District software requirements.
8. Maintain open communications to all personnel and the Director of Parks Services / Risk Management.
9. Assist in preparing applications and grants.
10. Create and complete work orders through the MainTrac application.
11. Approve payroll through the FinTrac system.
12. Interface with other forepersons and be prepared to provide assistance in other areas when necessary.
13. Maintenance of all District facility access including keys and alarm codes.
14. Create maintenance department training calendar.
15. Prepare a monthly parks and activity report.
16. Prepare a monthly vandalism report.
17. Perform ergonomic assessments.
18. Perform special projects and other parks administration as required or assigned.
19. Assist the risk manager as required by maintaining reports, assisting with training objectives and any other duties assigned.
20. Track GL Code Monthly Activity.
21. Maintain Maintenance Ongoing Training Records.
22. Assist Risk Manager during PDRMA Review.

**C. Safety, Health and Loss Control**

1. Support, promote or cause to be changed all safety, health and loss control policies of the Hoffman Estates Park District.
2. Insure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned tasks.
4. Assist division heads and their assistants in accident investigation, or property safety inspections as required.

Customer Service Responsibilities

1. Staff will greet all visitors in a friendly manner.
2. Staff will be courteous at all times.
3. Voice mail and email will be checked daily and messages will be returned the same day.
4. Staff will provide the customers with accurate information in all park district communications.

Marginal Functions/Responsibilities

1. Assist in assessing the needs and purchase of equipment.
2. Assist in assessing the maintenance needs of equipment used in the operation of his/her department.
3. Provide input and participation in the planning process.

Psychological Considerations

1. Worker must work closely with co-workers.
2. Worker must work around general population/park patrons in public areas.
3. Worker must work under supervision and direction of superiors.

Physiological Considerations

1. Worker is exposed to chemicals (i.e. fertilizers, weed killers, cleaning materials).
2. Worker must be able to lift, push or roll heavy objects without bending or twisting restrictions.

## Environmental Considerations

1. Worker is exposed to outside weather conditions 50% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:  
Earplugs, ear covers; Respirators; Safety goggles/glasses  
Leather type work boot; Protective gloves

## Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.
3. This position is considered on call 24 hours a day.

## Recommendations for Accommodation

Workers are allowed and encouraged to use mechanical or manual assists for lifting above 50 lbs. as a guideline. Working in teams will also allow workers to have assistance with heavier activities at various sites.

Other situations requiring accommodation would need to be analyzed more specifically.

## Requirements

1. Licensed applicator of chemicals used in the park district.
2. Must be proficient in the operation of all park grounds and maintenance equipment.
3. Operate all equipment with skill and instruct the proper use to all his/her staff.
4. Read and understand printed materials.
5. Responsible for inventory and record keeping of all chemicals used and stored in the chemical room.
6. Deal with the public and fellow employees in a polite and businesslike manner.
7. Become familiar with both the supervisor and employee safety manuals to a level necessary to promote compliance by employees under direction.
8. Valid driver's license, CDL Class "A" with air brake endorsement within 90 days of start of employment.

Experience

1. Minimum three years supervisory experience in the field.

Education

1. Associates Degree in Park management or related fields.
2. Bachelor's degree preferred.