LA CROSSE
WISCONSIN

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| **Name** | | | |
| **Position Title** | Parks Forestry Supervisor | **Department** | Parks and Recreation |
| **FLSA** | Non-Exempt | **Reports To** | Deputy Director – Parks, Forestry and Facilities |
| **Pay Grade** | 11 | **Unit** | Non-represented |

## Purpose of Position

The purpose of Parks and Forestry Supervisor position is to plan, manage, supervise, direct, and evaluate the City's Parks and Forestry system operations, budgets, and personnel. This position serves as a strategic division manager with hands-on operational oversight. The Parks and Forestry Supervisor implements long and short-range planning objectives, organizes daily operations, dispatches staff for after-hours and emergency work, and monitors the Parks and Forestry budget.

This position requires a high degree of professional expertise, initiative, independent judgement, and decision-making to ensure high-quality service delivery and community satisfaction.

## Essential Duties & Responsibilities

*The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.*

- Manages and monitors a variety of operations to ensure the successful implementation of City and departmental objectives.
- Directs personnel and activities of one or more divisions related to Parks and Forestry.
- Administers and manages service contracts and related documents pertinent to municipal parks and forestry operations.
- Establishes and maintains effective working relationships with staff, volunteers, City Council, Commissions and Committees, community organizations, individual citizens, contractors, and vendors.
- Responsible for the training, supervision, and evaluation of full-time staff within the Parks and Forestry divisions.
- Supervises the operations and maintenance of parks and forestry assets.
- Supervises program and facility staff, including scheduling, training, evaluations, and hiring.
- Prepares and monitors compliance with division budgets.
- Maintains construction and safety standards.
- Inspects and monitors all major programs, services, staff, and facilities regularly to evaluate quality, efficiency, and compliance with operational standards.
- Administers operational budgets and forecasts departmental revenues and expenditures.
- Assists in identifying and accessing resources to improve overall service delivery effectiveness.
- Develops and oversees the implementation of long-range goals and strategies addressing the need for parks and recreational facilities, including planning for facility establishment and maintenance.
- Implements and updates the Comprehensive Urban Forest Management Plan.
- Prepares crews and equipment and directs response and mitigation efforts for severe storm events.
- Directs snow removal and ice control operations.
- Receives Parks and Forestry–related after-hours calls and supervises staff responding to emergencies.
- Coordinates internal resources and third-party vendors to ensure projects are completed on time, within scope, and within budget.
- Assists in scheduling projects, prepares work orders, allocates personnel and equipment, monitors work in progress, and inspects completed projects.
- Operates, maintains, and directs all work associated with swimming pools and splash pads.

- Negotiates and monitors third-party vendor and concession contracts and operations.
- Maintains regular and predictable on-site attendance.
- Maintains confidentiality of all proprietary department information, participant personal data, and personnel matters, including medical information.
- Performs other duties as assigned or required.

## Additional Duties & Responsibilities

*While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.*

- Interpreting and applying City policies and procedures
- Promoting and enforcing safe work practices
- Speaking to large groups of the public regarding Parks and Forestry matters
- Attending training as assigned
- Preparing reports and spreadsheets
- Attending meetings as required
- Maintaining required certifications

## Minimum Training & Experience Requirements

- Bachelor's degree in Parks and Recreation Management or a related field from an accredited college
- Three (3) years of related supervisory experience, or an equivalent combination of education and experience
- Minimum of three (3) years of professional urban forestry supervisory experience
- Valid Commercial Driver's License (CDL) Class A
- Valid motor vehicle operator's license
- Ability to obtain Aquatic Facility Operator (AFO) certification within six (6) months of hire
- Ability to obtain Certified Playground Safety Inspector certification within six (6) months of hire
- First Aid, CPR, and confined space entry certifications required
- Proficiency in computer applications and software

## Physical & Mental Requirements

### Language Ability and Interpersonal Communication

- Ability to analyze, categorize, classify, compute, and tabulate data and information.
- Ability to utilize a wide variety of descriptive and technical data, including blueprints, equipment manuals, MSDS information, safety manuals, maintenance records, and public health regulations.
- Ability to counsel, mediate, supervise, train, persuade, and advise others.
- Ability to interpret and apply policies, procedures, and standards to specific situations.
- Ability to utilize advisory information such as budgets, payroll records, safety policies, personnel records, financial reports, grant applications, maps, environmental regulations, facility use requests, and technical manuals.

### Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate percentages, fractions, and decimals.
- Ability to interpret basic statistical reports and apply principles of algebra, geometry, and accounting.

### Judgement and Situational Reasoning Ability

- Ability to exercise sound judgment, decisiveness, creativity, and leadership in supervisory and management functions.
- Ability to maintain professionalism, integrity, and credibility in confrontational or high-pressure situations.

**Physical Ability**

- Ability to operate vehicles, machinery, tools, computer terminals, and office equipment requiring continuous but routine adjustments.
- Ability to coordinate eyes, hands, feet, and limbs in movements requiring moderate skill.
- Ability to exert occasional moderate physical effort, including climbing, balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and distinguish colors, shapes, sounds, odors, and textures related to job tasks.

**Environmental Adaptability**

- Ability to work under generally safe conditions with occasional exposure to environmental factors such as inclement weather, machinery, disease, irate individuals, or intimidation, which may cause discomfort or limited risk of injury.

*The City of La Crosse 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 encourages both prospective and current employees to discuss potential accommodations with the employer.*