



JOB DESCRIPTION

Town of Smithfield
CONSERVATION COMMISSION
Supervisor
(Seasonal)

GENERAL SUMMARY: Under general supervision of the Conservation Chairman or his designee, this position is responsible for supervising crew members and carrying out assigned tasks both indoors and outdoors. Activities included but not limited to the maintenance and landscaping of athletic fields, walking trails, beaches, parks, recreation parks and grounds. This individual may be assigned to clean up trash and/or perform manual labor, and other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Assist the Conservation chairman or his designee in the general operation of the summer program.
2. Assumes the duties of the Supervisor and complete responsibility for the Conservation summer program in the Chairman's absence.
3. Follows procedures established by the Conservation Chairman.
4. Safeguards the property of the Town of Smithfield.
5. Schedules and assigns work and trains employees for his /her area of responsibility.
6. Recommends disciplinary action to the recreation Chairman, as required.
7. Manages all facets of the summer program.
8. Ensures the summer programs operate in a safe manner.
9. Reports any unsafe conditions to the Conservation Chairman or takes action to immediately correct them.
10. Reports all accidents to the Conservation Chairman.
11. Performs other tasks as assigned by the Conservation Chairman for the effective and efficient operation of the conservation program.
12. Interacts positively with the public in a kind and courteous manner.

OTHER FUNCTIONS:

1. Ability to prepare written reports to maintain routine records.

2. Ability to safely use a weed wacker and lawn mower.
3. Ability to deal effectively, tactfully and sensitively with the public.
4. Ability to act independently and exercise discretion and good judgment.

JOB REQUIREMENTS:

Education/Training

1. Graduate from High School or completion of a G.E. D. certificate.
2. Possess a valid driver's license.
3. Experience in administration and /or recreation programs.
4. Three years progressive experience in management in a supervisory capacity preferred.

PHYSICAL REQUIREMENTS: (This position requires the ability to perform the essential functions contained in this description. The physical aspects of these functions include but are not limited to the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these responsibilities.)

1. Ability to sit, walk, stand, bend, stoop, crouch, climb, balance, use fingers, feel, reach with hands and arms, see, talk and hear.
2. Ability to effectively communicate verbally.
3. Ability to communicate by phone.
4. Ability to aid in the event of an accident or other emergency.
5. Ability to lift objects up to 25 pounds.

WORKING CONDITIONS:

1. Perform most duties outdoors.

Salary: As stipulated by the Town Manager.

6/28/2021