

Township of Parsippany-Troy Hills

OPEN POSITION ANNOUNCEMENT

General Supervisor

Department: Public Works, Division of Parks & Forestry

Workweek: Monday through Friday, 7:00 AM to 3:30 PM. – subject to change based upon the needs of the Department and the Township. Must be able to be contacted by phone and available to work emergency and non-emergency additional hours, including weekends, holidays, mandatory at times.

Wage: Per Ordinance – White Collar Exempt, Salary range \$50,000 - \$165,000.
Excellent Benefits Package provided.

Definition: Under direction, supervises work of subordinate supervisors and other employees in the care of maintenance of parks; does other related duties as required.
Note: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Skills/Duties: Responsible for supervising and coordinating activities for lower-level supervisors and staff engaged in maintenance of areas including, but not limited to; parks, botanical gardens and playgrounds. Plans landscaping tasks, and instructs workers in the care of nursery, planting of flowers and transplanting and pruning of trees/shrubbery. Assigns daily tasks to park employees, and assists with and supervises their work including servicing of public facilities, repair and maintenance of parks, buildings and landscaping.

Candidate must have the ability to plow snow, operate a variety of equipment/machinery used in daily activities and provide instruction to subordinates for same.

Ensures that proper standards of workmanship/output are followed by employees in accordance with established policies, procedures and safety guidelines. Ability to give assignments/instructions to individuals and groups of employees, provide them with advice/assistance when difficult and unusual problems arise. Ensure that reasonable standards or workmanship/output are maintained and the desired objectives are achieved.

Preparation of work, personnel and operations schedules.

Ability to read, write, speak, understand and communicate in English to perform the duties of this position.

Experience & Licenses:

At least five years' experience involving the above-mentioned duties and at least three years of supervisory experience. Must possess a Commercial Driver's License. Must possess a Rutgers Professional Fertilizer Applicators Certificate. Must possess a NJDEP Commercial Pesticide Applicators License.

To Apply: Please e-mail cover letter, resume, and copies of relevant licenses to Khaled Madin, Business Administrator at jobs@parsippany.net, copy William Sanford, Superintendent of Parks & Forestry, bsanford@parsippany.net.

Closing Date: Open until filled. EOE.

Date Posted: _____ **Posted By:** _____

Department: _____

(Return the original signed form to L. Arcuri, Administrator's Office. Post the copy)