

LEVYPARK

Park Supervisor

Levy Park Conservancy (LPC) is seeking a full-time (40 hours/week) *Park Supervisor* for Levy Park. The *Park Supervisor* is responsible for managing conditions of the park's assets and grounds and serve as the supervisor of weekend operations. The *Park Supervisor* reports to the *Operations Manager*.

Levy Park is a vibrant urban space located in the heart of the Upper Kirby District of Houston. The park's thoughtful design features activity areas, a dog park, a community garden, the Children's Park, and beautiful landscaping. Accenting the grounds are free, year-round passive and active programming in wellness, the arts, education, and recreation. Levy Park Conservancy, an affiliate of the Upper Kirby District Foundation, is the private, nonprofit organization responsible for the maintenance, operation, and programming of Levy Park, a public City of Houston Park. For more information about Levy Park, please visit www.levyparkhouston.org.

Education Requirements:

None

Job Description:

- In conjunction with the Park Operations Manager, identify needs and delegate responsibilities to park staff and provide onsite supervision of weekend park operations.
- Lead internal maintenance projects such as fixture repair and clearing drains, and support Park Operations Manager with maintenance projects including interfacing with contractors as needed.
- In conjunction with the Sanitation Supervisor, lead and manage the monthly maintenance closures of the Children's Park and Dog Park
- Responsible for park shop and yard organization and inventory of maintenance tools and supplies.
- Assist programming and events team with programs and event needs including load in, load out, electrical and grounds support.
- Support park landscaping, horticulture, grounds maintenance, and sanitation.
- Conduct periodic irrigation checks to ensure irrigation system is in good working condition.
- Operation of power equipment such as lawn mower, edger, hedge trimmer, blower, and power washer as well as a variety of maintenance tools to maintain the park's lawns and grounds.
- Assist with educating visitors of park rules and reinforcing park rules when necessary.
- Consistent, timely attendance is an essential function of this job.
- Ability to work evenings, weekends, and holidays.

Desired Skills and Experience:

- 3+ years' experience in landscaping, horticulture, facilities, or operations
- Effective verbal and written communication, capable of delegating tasks and monitoring work
- Ability to assess and prioritize multiple tasks, projects and demands from start to finish without supervision working individually or with a team
- Safe and efficient operation of equipment, history of promoting and enforcing safe work practices
- Ability to establish and maintain cooperative and effective working relationships with park employees, patrons, vendors, and subcontractors
- Ability to work outdoors during all seasons and in varying weather conditions.
- Can lift a minimum of 50 lbs.
- Ability to read, understand, and complete written and verbal requests and work assignments.
- Dependable, detail-oriented, flexible, adaptable in a dynamic environment.
- Ability to represent the park with a high level of integrity and professionalism, adhere to park policies and support management decisions in a positive, professional manner.