

## **TOWN OF LAKE PLACID, FLORIDA**

**JOB POSTING EFFECTIVE: January 14, 2015**

**OPEN UNTIL FILLED**

### **RECREATION SUPERVISOR**

Pay and benefit scale

\$16.48 per hour \$34,285.06 per year budgeted currently dependent on qualifications. State retirement paid by town with 3% by employee. Health insurance for employee currently paid by town Vacation benefits. Holidays paid, vacation and sick leave.

### **NATURE OF WORK**

This position requires a motivated and pro-active person who will maintain, and where financially feasible improve, the Town of Lake Placid Lake June Recreational facilities. Works under the direction of the Mayor and Town Administrator. Works to coordinate, develop and improve recreational activities within the Town of Lake Placid but job also includes mowing, weeding, trash removal, restroom cleaning, and recreation field planning for the various activities. Job will mainly involve the Town of Lake Placid Lake June Park area including the boating area; however, some monitoring of the basketball court by the Highlands County Library is also required.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Plans and performs maintenance of fields, buildings, and applicable recreation equipment. (Includes but not limited to: mowing, field development and improvement, irrigation, lighting, weeding, replacement of equipment (refrigerator's etc.), painting, and replacement of deteriorated woods or metals as needed, swimming area maintenance, and restroom maintenance and improvements. Is estimated that this position will be approximately 75% "hands on" maintenance and 25% other development activities but may change in nature depending on abilities of employee.

Is a team player with town staff, town council and committees appointed by town council to advise on recreation.

Computer literate and able to receive and send email as needed and use a computer to generate written schedules and reports as needed.

Ensures a safe environment for all Lake June Park facilities.

Assists in organizing tournaments and special events and actively explores potential to develop same as needed.

Reports all accidents and risk management problems to Town Administrator in a timely manner.

Ability to speak in public as needed and address town council and appointed committees publicly.

Works a 40 hour work week normally 8AM to 5PM Monday through Friday with the flexibility to adjust work hours as needed to attend meetings, athletic events, or respond 24/7 as needed to Lake June Park facilities in the event of a systems problem such as with the lighting, a burglar alarm activation where foul play is confirmed by police response, or other as needed. Will be available 24/7 to the Mayor and Town Administrator by town furnished cellular telephone.

Continued employment or employment at the pay and benefit level originally adopted or as developed is dependent upon continued partial funding by the Highlands County Board of Commission.

Continued employment or employment at the pay and benefit level originally adopted or as developed is dependent upon the Town of Lake Placid budget approval each year.

Maintains a responsible private life consistent with responsible work activities around and with children and diverse recreational participants and has personal ethics consistent with respecting facility users while being assertive enough to enforce facility rules and regulations.

Ability to pass background investigation.

Assists and advises with budget development.

Requires ability to take personal ownership attitude and personal pride over Lake June Park Recreation area looks and operations.

Full description on the town's website: [www.lakeplacidfl.net](http://www.lakeplacidfl.net)

Resumes received via email at [lakeplacidinfo@gmail.com](mailto:lakeplacidinfo@gmail.com) or

City Administrator  
Lake Placid Town Hall  
1069 US 27 North  
Lake Placid, Fl. 33852