



STEVEN M. FULOP  
MAYOR OF JERSEY CITY

## CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA  
DIRECTOR

### General Supervisor, Parks

**Department:** Recreation & Youth Development

**Division:** Parks Maintenance

**Exempt/Non-Exempt:** Non-Exempt

**Union/Management:** JCSA

**Full-Time/Part-Time/Seasonal:** Full-Time

**Workweek:** 40 hours, Wednesday – Sunday, 3 PM – 11 PM

**Salary:** \$57,050

The City of Jersey City (“The City”) is seeking a General Supervisor for Parks for the Division of Parks Maintenance in the Department of Recreation & Youth Development. This position, under direction, supervises the work of subordinate supervisors and other employees in the care and maintenance of parks.

#### Job Duties:

- Supervises and coordinates activities of lower-level supervisors/staff engaged in the maintenance of areas such as parks, botanical gardens, and playgrounds.
- Directs and supervises lower-level supervisors/staff engaged in grading grass plots, sowing grass seeds, weeding and mowing lawns, pruning/spraying trees, trimming shrubbery, planting and caring for flowers, cutting hedges, and sweeping/cleaning walks and paths.
- Sees that snow is shoveled from paths in winter.
- Prepares and executes plans for utilization of personnel, equipment, materials, and supplies as they relate to maintenance/care of parks.
- Conducts periodic inspections of equipment, machinery, and tools used to determine and implement proper maintenance/repair schedules.
- Prepares clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Performs other duties as assigned.

*\*Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**Required Experience:** Three (3) years of experience involving care and maintenance of large tracts of grounds, including planting and care of shrubbery/flowers and use of grounds by a considerable number of people, one (1) year of which shall have been in a supervisory capacity.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

**Required License:** Possession of a valid New Jersey Driver's license.

**Essential Skills/Qualifications:**

- Knowledge of procedures for keeping parks in good repair and of planting/caring for grass, flowers, and shrubbery.
- Knowledge of problems, procedures, and methods used in inspecting, analyzing, and determining work to be done.
- Knowledge of various types of equipment and methods used in caring for park areas.
- Knowledge of rules/regulations governing the operation of public parks.
- Ability to utilize advantageously available personnel and equipment in the care/maintenance of parks.
- Ability to give assignments/instructions to individuals and groups of employees, provide them with needed advice/assistance when difficult and unusual problems arise, and check their work to see that proper procedures are followed, that reasonable standards of workmanship/output are maintained, and that desired objectives are achieved.
- Ability to supervise planting and care of trees, shrubbery, and flowers.

A full Civil Service job description is available here: <https://info.csc.state.nj.us/jobspec/06699.htm>. You must eventually pass and qualify for this Civil Service title.

**To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).**

**Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).**

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.