

Position: Supervisor of Parks

Department: St. Kitts Department of Sports

Job Summary

The Supervisor of Parks is responsible for the overall supervision, maintenance, and operational management of sporting facilities managed by the Department of Sports. The position ensures that all grounds and recreational facilities are safe, functional, aesthetically maintained, and meet established standards for sporting and community use.

Duties and Responsibilities

The successful candidate will:

- Supervise and coordinate daily operations of playing fields, and sport facilities.
- Develop and implement maintenance schedules for grounds, buildings, and equipment.
- Inspect facilities regularly to ensure safety, cleanliness, and compliance with standards.
- Supervise, train, and evaluate grounds staff.
- Prepare work schedules and assign duties to staff.
- Monitor and control inventory of tools, equipment, and supplies.
- Ensure proper use, maintenance, and storage of equipment.
- Identify and report repair needs and coordinate repairs or upgrades.
- Assist in planning and preparation of facilities for sporting events and community activities.
- Liaise with contractors, sports organizations, schools, and community groups as required.
- Respond to emergencies affecting sport facilities.

Qualifications and Experience

Minimum Qualifications:

- Equivalent combination of training, certification, and relevant work experience.

Experience:

- Minimum of 3–5 years' experience in similar environment
- At least 2 years in a supervisory or leadership role.
- Experience maintaining sporting fields (cricket, football, athletics, etc.) is an asset.
- Experience operating landscaping and grounds maintenance equipment.

- Minimal skills/knowledge in carpentry, plumbing, electrical work
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Knowledge, Skills, and Competencies

- Strong supervisory and team leadership skills.
- Ability to plan, organize, and prioritize work effectively.
- Good problem-solving and decision-making abilities.
- Ability to prepare written reports and maintain records.
- Good communication and interpersonal skills.
- Ability to work flexible hours, including evenings, weekends, and public holidays as required.

A. Salary

1. Basic salary K22-27: EC\$41,196 – EC\$51,180 per annum

B. Vacation Days

Eighteen (18) working days per annum after first year of service

C. Application Procedure

1. Applications along with two (2) references and certified copies of documentation pertaining to qualifications should be addressed to Ministry of Sport, Building 16 Office 7, Port Zante, Basseterre or via email at MOSCEadmin@gov.kn
2. The deadline for the receipt of application is
3. Only the candidates with the best qualifications and experience will be notified and shortlisted for interview.