

POSITION TITLE: **PARKS MAINTENANCE SUPERVISOR**
CLASSIFICATION: Parks and recreation.
REPORTS TO: City Administrator
FLSA STATUS: Non-Exempt

SUMMARY:

Under supervision of the City Administrator, is responsible for the organization and management of employees that maintain the park facilities, grounds, green spaces, and other city property maintained by the Department.

DISTINGUISHING FEATURES OF WORK:

An employee in this class supervises staff performing maintenance to parks, green spaces and park facilities as a working supervisor. This class differs from that of lower level labor and trades classes in that incumbents of the latter may be subordinate to an incumbent of this class. This class differs from that of Department Head in that the incumbent of the latter supervises employees of this class and has broader supervisory responsibilities.

ESSENTIAL EXAMPLES OF WORK:

Supervises and leads unskilled, semi-skilled and skilled parks maintenance personnel involved in maintenance of parks, green spaces and park facilities, including (but not limited to) sports turf management, irrigation system repair and management, landscaping, mowing, painting, plumbing, etc.

Performs daily assessments of routine maintenance needs, and determines the most effective and efficient manner to accomplish the work.

Assures that all mechanized equipment is in good working order, and that routine equipment maintenance is performed and documented.

Inspects work performed by parks maintenance staff to make sure it meets quality and safety standards.

Repairs any damage to public property in a timely manner. Performs monthly documented reports of park facilities. Assists in enforcing all rules and regulations pertaining to use of all park facilities. Recognizes and removes safety hazards on park grounds.

Assists with various special events and recreation programs, including working on some holidays and weekends.

Maintains accurate records of pesticide applications as required by law.

May operate equipment requiring high operating skills such as mowers, tractors, backhoes, skid-loaders, etc.

Primarily functions as a working lead, performing duties alongside of subordinate personnel.

Performs other duties as assigned.

ADDITIONAL EXAMPLES OF WORK:

Routinely performs duties of subordinate staff.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Substantial knowledge of the proper methods, principles, practices, tools and techniques used in the maintenance of parks, green spaces, and park facilities, including knowledge of the principles and practices of effective supervision. Must be skillful in the safe operation of tools and equipment used by staff to complete work.

Ability to act independently in order to accomplish work efficiently; ability to train staff to perform work safely, efficiently, and correctly; ability to keep ordinary records, and prepare standard written reports.

Physical Requirements: Ability to pass reasonable fitness and physical standards to safely perform work, as determined by a city physician; vision and hearing, normal or corrected sufficiently to read, write, and safely operate tools and equipment used in work; dexterity and fitness sufficient to safely operate, utilize and maintain tools and equipment used in work; ability to lift and carry approximately 75 pounds, though greater weights may occasionally be lifted, carried, or placed; dexterity and fitness to grasp, crawl, bend, stoop, climb, stretch, walk and otherwise perform physical functions of the assignment.

Work Environment: Work may be somewhat disagreeable due to several disagreeable elements or one very disagreeable element, including exposure to outdoor elements a majority of the time in every season. Work environment demands minimal confinement, with some protective equipment required. Generally, working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered, despite provision of safety measures and health precautions.

Training and Experience: Must have a combination of at least a **high school education** and a work history that indicates substantial ability, motivation, and increasing responsibility as it relates to maintenance of parks, green spaces, and facilities, which includes lead experience. **Must be a Certified Commercial Pesticide Applicator in the state of Tennessee.**

Special Qualifications: A valid Driver's License appropriate to the assignment.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date