**0724 Parks Maintenance Supervisor**

**Primary Reason Classification Exists**

To perform supervisory, administrative, coordination, planning, and execution of maintenance, and care of park grounds, ball fields, camping sites, skeet range, walking trails, canoe launch areas and grounds in the City’s Parks and Recreation Department while providing light maintenance and housekeeping for buildings on park premises and inspecting equipment and appurtenances to identify safety issues and items in need of maintenance.

**Distinguishing Features of the Class**

An employee in this class supervises full and part time staff and seasonal workers in the maintenance and repair of all parks and recreation grounds. Employee plans daily, weekly, monthly and annually for maintenance, housekeeping, repair and landscaping activities of grounds and facilities including turf and athletic field management. Work involves full range of supervisory responsibilities carried out through intervening crew leaders on a daily basis. Sound judgment and initiative are required in the performance of duties. Employee ensures that all work is performed according to OSHA standards, rules regulations and City policies, and oversees required safety training. Work is performed under general supervision and is evaluated through observation of facilities and parks, discussion, and public acceptance.

**Illustrative Examples of Work**

* Plans for departmental services for six to twelve months in advance, and develops specific plans monthly and weekly according to the annual plan of events and program activities, seasonal maintenance needs, and special projects relating to expansion of the parks and resources.
* Participates with the Director in planning for major and other special projects relating to the expansion and enhancements to the parks and related facilities; provides technical advice and consultation based on knowledge of maintenance requirements and capabilities of staff, equipment, materials and staffing required to complete and maintain new parks, etc.
* Assists the Director in development of division budget; reviews needs with front line supervisor and crew leaders to gather input on annual budget; develops and projects needs; obtains purchase orders and purchases materials and equipment, assuring with approved budget.
* Schedules work and assigns crews assuring all work is completed within established deadlines; schedules coverage also for nights and weekends functions; monitors each employee’s hours worked; evaluates and inspects completed work; and prioritizes work.
* Supervises staff and temporary workers, prison inmate work crews and other community workers and volunteers; participates in hiring; ensures training of staff; coaches and evaluates performance; takes disciplinary action and recommends dismissal to the Director.
* Completes maintenance, safety and damage reports.
* Ensures all vehicles and equipment are maintained and operational at all times; oversees routine maintenance, minor construction and repair of equipment; coordinates major repair with the garage.
* Supervises and ensures maintenance and upkeep of landscaping, greenspace, and grounds including playgrounds, picnic areas, camping areas, greenways, and other recreational areas.
* Schedule, supervise, and ensure athletic field maintenance and set up for practices, games, tournaments, and other events.
* Schedule staff necessary to oversee events, weekend tournaments, and on-call needs due to inclement weather.
* Supervises and directs turf manager in duties and assists with determining fertilizing, reseeding, sodding, irrigations and field prep.
* Operates equipment as necessary to accomplish maintenance mission on a limited basis, usually to provide backup on equipment.
* Coordinates and works with other department directors to provide support for various City events, such as supervising personnel in setting up and breaking down rooms, arrangements, sharing personnel and equipment as needed.
* Performs related duties as required.

**Knowledges, Skills and Abilities**

* Thorough knowledge of the methods, tools, and equipment utilized in parks and recreation maintenance and repair.
* Considerable knowledge of methods, equipment and practices employed in landscaping and turf management for sports fields.
* Considerable knowledge of the work hazards, related liabilities, and applicable safety standards associated with assigned work.
* Considerable knowledge of modern effective leadership and supervisory principles and practices, including coaching, motivation and communication.
* Working knowledge of modern governmental budgeting, personnel and purchasing practices.
* Skill in providing leadership, and supervise work of maintenance staff.
* Skill in the operation of a backhoe, tractors and implements, landscaping equipment and general construction and building equipment.
* Ability to communicate effectively in oral and written forms.
* Ability to establish and maintain effective working relationships with superiors, employees and citizens involved in sporting and recreational activities.
* Ability to make sound judgments and to exercise courtesy and tact in dealing with the public.

**Physical Requirements**

Work is typically heavy work requiring the employee to frequently lift up to 100 pounds occasionally, or up to 50 pounds or frequently, or up to 20 pounds of force to move objects. Physical demand requirements include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping and feeling. Employee must have visual acuity to perform frequent reading, to prepare and analyze data and figures, close-up work, operate a computer, utilize measuring devices and ability to distinguish color and depth vision. Employee must use hands for tools, machinery and for writing or typing. Employee must hear and talk with others, either in person or on the phone, to communicate information and ideas. Work requires long periods of concentration for reading, project or program planning, making frequent decisions and instructions to staff, communicating with coworkers, and interacting with the public

**Working Conditions**

Work is performed both inside and outside with exposure to extreme temperatures. Employee may be exposed to varying noise levels such as office noise and environment, noise from recreational programs, noise from operating vehicles, equipment and/or tools.

**Education**

High School graduation supplemented by an Associate’s degree or equivalent experience.

**Experience**

Five (5) or more years of increasingly responsible experience managing, coordinating and performing landscaping, lawn care, turf management, horticulture, light maintenance or related experience

**Special Requirements.**

Valid North Carolina driver’s license

**FLSA Status**: Exempt

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all essential duties, responsibilities, and qualifications required of employees to perform the job. The City of Morganton reserves the right to assign or otherwise modify the duties assigned to this classification.

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