

**Job Title:** Parks Maintenance Supervisor  
**Department:** Parks and Recreation  
**Reports To:** Director of Parks and Recreation  
**FLSA Status:** Non-Exempt

### **Job Summary**

The Parks Maintenance Supervisor is responsible for performing park and facility maintenance and repair, assisting with landscape projects on Town properties, and assisting with in-house construction, maintenance and repair of all the Park and Recreation buildings, facilities, and equipment.

### **Essential Functions and Responsibilities**

- Oversees & coordinates the day-to-day operations and maintenance of all parks, facilities, and trails, including turf, facility, landscape and winter maintenance
- Hires, supervises and assists part-time and seasonal maintenance personnel
- Prescribes and follows routine maintenance plans for facilities, amenities, parks and trails
- Performs basic custodial functions for facilities, amenities, parks and trails including setup and cleaning for daily activities and events
- Inspect parks, playgrounds, and facilities for hazards and unsafe conditions and make necessary repairs or modifications, and document such repairs
- Develop and implement maintenance procedures to effectively manage day to day operations
- Maintains records relating to repairs, replacements and maintenance activities
- Serves as the on-call emergency contact for parks and facility maintenance needs.
- Works closely with the Director of Parks and Recreation to develop short- and long-term planning goals and capital improvement recommendations
- Coordinate and communicate with third-party stakeholders as needed
- Assist with special event setup-up, operation and clean-up as needed
- Assists in other facilities in similar roles as available
- Participate in Parks and Recreation training, seminars, conferences and other programs

### **Qualifications**

- Comprehensive knowledge of park maintenance and landscaping
- 3 years of related experience in general maintenance
- General knowledge and experience in the principles and practice of facility maintenance (carpentry, electrical, HVAC, plumbing, etc.)
- Ability to use and learn several types of technology to include irrigation systems and scheduling software for parks and facilities is required
- Must be able to work independently within assigned areas of responsibility
- Excellent organizational, interpersonal, communication and leadership skills
- Ability to read, analyze, interpret and prepare reports, business correspondence, procedures, and standard operating procedures with minimal supervision
- Must be able to drive a personal or Town-owned vehicle, possess a valid Indiana operator's license, and carry insurance or be insurable to the minimum extent required by the Town (and/or recommended by the Town's insurance carrier(s))

### **Education and/or Experience**

- High School Graduate or GED and three or more years' experience in field related to Park and Recreation maintenance
- Certified Pool Operators (CPO) Certification must be obtained within 1 year of employment

- Certified Playground Safety Inspector (CPSI) Certification preferred to be obtained within 1 year of employment

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_