

PARK MAINTENANCE SUPERINTENDENT

General Statement of Duties

Performs supervisory and administrative work to oversee the construction, repair, replacement and installation of park facilities and grounds maintenance.

Distinguishing Features of the Class

An employee in this class has primary responsibilities for planning, organizing and supervising the activities of the Maintenance Division including a variety of work associated with the construction, maintenance and repair of park facilities and all aspects of grounds maintenance. Initiative and independent judgment are required in planning projects based on service needs, maintenance, and emergency needs. Work is performed under the general supervision of the Parks & Recreation Director and is checked for compliance with instructions, conformance to established standards, productivity of the unit, and general community acceptance.

Illustrative Examples of Work

Plans, organizes and supervises the maintenance, repair and construction of park facilities; prioritizes projects and coordinates the use of available equipment, materials and staff to obtain maximum effectiveness.

Provides general direction and goal-setting for the Maintenance Division with regards to operations, training, philosophy, policy, budgeting, personnel matters, and recruitment.

Prepares and monitors operating budget; prepares bid specifications and bid analysis for the purchase of heavy, medium and light equipment; estimates the cost of time, materials and equipment for projects; coordinates projects with in-house staff or contractors.

Performs personnel related tasks as it relates to recruitment, performance evaluations, coaching, mentoring, disciplinary actions, etc.

Recommends and provides costs for outside contractors; oversees the work of outside contractors; monitors expenditures.

Researches, establishes, documents and enforces safety procedures and practices; ensures compliance; purchases safety equipment.

Collects data and information for the goal setting and future planning process of the department.

Evaluates efficiency and effectiveness of division operations, procedures and use of resources.

Oversees and monitors ordering of equipment, supplies, inventory control, and price quotes.

Prepares reports, documents information, and maintains records as required.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires considerable knowledge of the methods, tools, equipment and materials used in

facility maintenance.

Work requires considerable knowledge of the work hazards and applicable safety standards associated with assigned work.

Work requires considerable knowledge of town policies and procedures related to facility maintenance and personnel.

Work requires considerable knowledge of management, supervisory and budgeting principles and methods.

Employee must have the ability to direct, train, supervise and evaluate subordinate personnel.

Employee must have the ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Employee must have the ability to maintain effective working relationships.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally and/or in excess of 20 pounds of force frequently, and/or in excess of 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures and operate a computer terminal.

Must possess the visual acuity to perform mechanical or skilled trades' tasks of a non-repetitive nature.

The worker is subject to both inside and outside environmental conditions, noise, and hazards such as proximity to moving mechanical parts, electrical current, or exposure to chemicals.

The worker may come in contact with potentially infectious bodily fluids during the performance of his/her duties.

Desirable Education and Experience

Bachelor's degree in Parks & Recreation, Park Management or related field with considerable supervisory experience or a combination of education and experience. Turf management experience is preferred.

Park Maintenance Superintendent

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Special Requirements

North Carolina class C driver license.

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Exempt

2021