



Parks Maintenance Supervisor (2300)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 15

Safety-Sensitive: No

Purpose

The purpose of this classification is to supervise operations and staff involved in maintaining parks, recreational spaces and related areas for the County.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work activities: prioritizes work activities to meet objectives; ensures subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex and problem situations and provide technical expertise; and provides progress and activity reports to department management.

Supervises athletic field maintenance and preparation: lays out fields to correct dimensions; determines grades of fields with laser equipment; levels playing surfaces; lines fields; adds material to fields and tills as needed; checks base anchors for durability and distance; removes worn grass from playing surfaces and clay-grass transition areas; replaces new sod rakes, mounds and pads on grass infields; mows and edges grass; schedules and applies insecticides and herbicides; calibrates herbicide sprayers and fertilizer spreaders; removes impediments; installs temporary fencing as needed; changes out damaged equipment; coordinates field usage needs with other departments; coordinates field needs and concerns with coaches; prices and orders related supplies; assesses playability of fields in wet conditions; inspects fields for safety concerns; repairs fencing, nets, gates and other equipment as needed; monitors moisture levels in clay; tests consistency of sand, silt and clay on skinned areas; and coordinates and assists in aerating, verticutting, topdressing, thatch removal, and seeding of fields as needed.

Manages field irrigation: oversees irrigation programming maintenance and repair for irrigation controllers and related parts and equipment; programs run schedules; reviews alerts; updates data for control systems; monitors moisture level of soils; adjusts program run times as required; troubleshoots irrigation problems; oversees and assists with major repairs to irrigation system; monitors and maintains pump station; and prices and purchases related parts and supplies.

Oversees maintenance for assigned parks: mows, line trims, edges, and blows off park perimeter and complex areas; empties trash cans; picks up trash and debris; trims hedges; pressure washes bleachers

and concrete areas; sets up and takes down tents; paints doors, signs, and bleacher boards as needed; replaces wooden bleachers as needed; cleans offices and restrooms; blows off sidewalks and walking trails; blows off and restripes parking lots as needed; and inspects all common areas for safety concerns.

Oversees the maintenance, repairs, and upkeep of assigned playgrounds: performs playground safety checks; completes in-depth, low-frequency inspections; schedules and reviews high frequency inspections done by staff; schedules and performs repairs as needed; prices and orders replacement parts for playgrounds; prices and orders engineered wood fiber for playground surfacing; removes or installs playground surfacing as required; disinfects playground structures; removes trash; blows off walkways, slides, and platforms; rakes under swings and slides; pressure washes equipment; and inspects and replaces mulch as needed.

Manages grounds and maintenance for capital projects: manages all grading required by parks department for new projects; supervises and assists with installation of sod and irrigation systems; designs all new irrigations systems; prices and orders all irrigation supplies; assists in design and layout of new athletic fields; oversees and assists in landscaping; and paints stripes in parking lots.

Maintains upkeep for assigned County buildings: oversees cleaning of buildings; mops and waxes floor; dusts furniture; cleans and disinfects restrooms; removes trash; cuts and edges grass; and trims hedges.

Oversees and performs preventative maintenance on maintenance equipment: checks fluid levels and tire pressure; greases moving parts; oversees and performs oil changes in small-engine equipment; oversees and performs mower maintenance; and diagnoses and performs all repairs on airless paint sprayer.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by with three years of experience in parks and grounds maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Certified Playground Safety Inspector certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, heights, machinery, vibrations, electric currents, bright/dim lights, toxic agents, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019