

PARK MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is manual work involving responsibility for leading and participating in efficient maintenance and repair work for town parks and/or recreation facilities. Responsibilities include preparing daily work and maintenance schedules, ensuring that park and/or recreation facilities are safe and in good repair, facilitating public use for recreation, special events, etc. Work is performed under general supervision. Supervision is exercised over subordinate park maintenance personnel, with incumbent's full participation. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Schedules daily park maintenance activities;
Leads and participates in layout of sports fields, courts, trails, and other facilities for events, games and recreation activities, as needed;
Leads and participates in the installation, preparation and maintenance of ski trails;
Leads and participates in preparation of park facilities for special events;
Checks park and/or recreation facilities and equipment for safety;
Leads and participates in snow removal operations in parks;
Maintains timekeeping and payroll records;
Performs or oversees performance of minor repairs to park facilities;
May perform carpentry, electrical, mechanical and plumbing work, as needed;

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of principles and practices of park maintenance activities; good knowledge of maintenance of recreational facilities; good knowledge of the tools, terminology and safety precautions used in the maintenance and repair of parks and recreation facilities; ability to plan, schedule and direct park maintenance activities; ability to understand and carry out written and oral directions; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; mechanical aptitude.

MINIMUM QUALIFICATIONS: Two (2) years experience in parks, recreation, or grounds maintenance activities, of which one (1) year must have been in a supervisory capacity.