

JOB DESCRIPTION

Town of Ashland City

CLASSIFICATION TITLE:	Parks Maintenance Supervisor
DEPARTMENT:	Parks and Recreation
REVISION DATE:	5-8-2020
REPORTS TO:	Parks and Recreation Director
EMPLOYMENT STATUS:	Full Time
FLSA STATUS:	Non-Exempt
PAY RANGE:	Pay Grade Level 4

JOB SUMMARY

This is a technical working position assisting with the planning and coordination of installation, construction, repair and maintenance activities of city owned parks and related recreational structures and equipment. Activities associated with the job include seasonal mowing and weed eating of ball fields, parks and other recreational facilities, coordinating the dragging, chalking and striping of ball fields and courts, ensuring the timely collection of trash and other debris from common areas and picnic facilities, and performs the preventative maintenance and upkeep of all facilities, machines and equipment. Additional activities include overseeing and assisting with special holidays and public events, painting of interior and exterior surfaces and light maintenance duties including plumbing, carpentry and minor electrical repairs. Job responsibilities require experience working for a recreation department or landscaping company and performing routine and preventive maintenance activities, ability to effectively supervise and direct the activities of assigned personnel, strong interpersonal, organizational and decision making skills and sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions. Job performance is evaluated by the Parks & Recreation Director through review of the effectiveness and coordination of parks and recreation maintenance operations and activities, ability to adherence to established policies and procedures, skill in operating mowing and grounds maintenance equipment and performing routine and preventive maintenance activities and organizational, interpersonal and decision making skills.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

- Mowing of grass in softball fields, baseball fields, common areas and other park and recreation facilities according to seasonal needs.
- Weed eating around fences, trees, shrubbery, flower beds etc. to enhance the appearance of public parks and recreational facilities.
- Planting of trees, shrubbery and flowers in parks, around recreational facilities and in flower beds according to seasonal needs.
- Assists with top dressing fields and applying fertilizer, pesticides and insecticides when required.
- Dragging and chalking of playing fields according to the types of games scheduled and age of the players and proper installation of bases and pitching mounds in accordance with league requirements.
- Assists with special events such as car shows, picnics and other activities when required.
- Periodically inspects playground equipment and grounds to ensure the safety of the public and schedules routine and/or emergency repairs when necessary.
- Performs preventative maintenance practices and minor repairs on lawn equipment and machinery.
- Collection of trash and other debris from playing fields, parks and recreational facilities and other public areas.
- Preparation of buildings and pavilions for special events and activities by setting up chairs and tables, emptying trash receptacles, etc.
- Cleaning of restrooms, shelters and other recreational facilities when required.
- Putting up and taking down Christmas decorations, lights and other seasonal decorations.

- Painting the interior and/or exterior of building and other structures located in ball field complexes, parks and recreational facilities and other public areas.
- Light carpentry, plumbing and electrical repairs on park and recreational facility structures and buildings.
- Maintains and makes suggestions for supplies, materials and equipment required for park and recreational facility operations.
- Repairing fences and replacing lights on ball fields.
- Performs related duties as required.

QUALIFICATIONS

- Must be at least 21 years of age
- High school graduate or GED equivalent
- Must possess a valid Tennessee driver’s licenses, Commercial Driver’s license (CDL) preferred, and the ability to be insured at standard vehicle liability rates.
- Possession of an herbicide/pesticide certification preferred.
- Current certification in CPR and First Aid preferred.
- Opportunity/Ability to obtain certification for Playground Safety Inspector

USUAL PHYSICAL DEMANDS

- This is medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 80 pounds of force occasionally and up to 10 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires considerable arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and outside environmental and atmospheric conditions, noise, vibrations and oils and lubricants

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

MANAGEMENT APPROVAL

Department Head’s Signature

____/____/____

Date

City Recorder's Signature

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature

____/____/____
Date