

Park Maintenance Supervisor

Closing Date: Friday, May 3, 2024

Overview of Position:

Fletcher Parks and Recreation Department is looking for an energetic individual to perform responsible work in coordinating as well as participating in the daily maintenance activities for the parks and recreational facilities and events in the Town.

Essential Duties and Tasks:

Plans work and supervises and participates with employees working independently or in a crew in the installation, repair, and maintenance of parks and recreational facilities and other facilities; work tasks include mowing grass, trimming shrubs and trees, turf management, lining ball fields for play, watering and horticultural practices such as fertilization and planting grass, flowers, shrubs, and trees; assures that work is accomplished according to departmental and safety standards; inspects playgrounds and equipment for proper and safe usage; performs various maintenance and repair tasks including carpentry, painting, plumbing and other repairs.

Provides information and assistance to the public; enforces park and other departmental rules with the public.

Participates in budget development and administration including preparing equipment specifications; orders materials and equipment.

Assists with hiring; trains, assigns, motivates, conducts performance coaching and evaluation, and participates in disciplinary action with assigned staff.

Confers with department director to plan work projects, work routines and resource needs.

Participates in cleaning, maintenance, construction, and repair of recreational facilities such as athletic fields, tennis/pickleball courts, basketball courts, playgrounds, picnic areas, scoreboards, various recreational equipment, and other recreational areas.

Supervises and participates in planning and set-up for special events.

Prepares reports; maintains proper records on equipment, tools, and work activities.

Qualifications:

Considerable knowledge of the methods, tools, and equipment utilized in parks and recreation maintenance.

Considerable knowledge of the work hazards, applicable safety standards, and liability associated with assigned work.

Considerable knowledge of budgeting, purchasing and personnel procedures.

Considerable knowledge of the hazards and related liabilities and remediation strategies related to parks and recreation facilities.

Knowledge of landscape architecture and turf management practices.

Some knowledge of construction practices.

Skill in the operation of assigned equipment and tools.

Ability to plan, organize, and evaluate work activities and projects and to hire, train, motivate, communicate, and provide performance coaching and evaluation for employees.

Ability to establish and maintain effective working relationships with other employees, other departments, public officials, and the general public.

Desirable Education and Experience

Graduation from a community college with a degree in recreational resources, horticulture, or related field and experience in parks and athletic field maintenance; or an equivalent combination of education and experience.

Starting Rate:

\$26.31-\$28.00 per hour but hiring salary will be determined based upon qualifications, licenses, and education.

How to Apply/Contact:

The Town requires that all applicants submit a fully completed application. Applications may be submitted online, in person or by mail (300 Old Cane Creek Road, Fletcher NC 28732). Apply online at <https://fletchernc.org>.

Attachment:

Park Maintenance Supervisor Job Description