

Title: Parks Maintenance Supervisor
Department: Community Services
Division/Office: Parks & Recreation Division



Grade 2119; Hourly position; Category: Classified; Job Code: PMSR; Rev.:07/01/2021

General Description

The purpose of this position is to supervise and coordinate the field operations and maintenance of all County parkland and open spaces.

This single supervisory position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Maintains and improves County park landscapes.
- Diagnosis plant and tree diseases, prescribes, and implements treatments.
- Inspects all trees and plants to ascertain deficiencies and needs for improvements.
- Research cost estimates for acquisition of materials and tools.
- Monitors installation of specified park operation such as irrigation systems.
- Inspects playgrounds, restrooms, athletic fields, etc. to ensure they are safe for the public.
- Assists prepare and monitors the annual and long-range budget.
- Maintains service records of equipment.
- Coordinates with recreation maintenance requirements for events or leagues.
- On call 24/7 for emergency assistance, i.e., alarm calls, unlock gates, property damage.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires a Bachelor's degree in parks and recreation, physical education, leisure management or related field supplemented by four (4) years of experience in grounds maintenance, or construction, preferably with specialization in park maintenance; or any equivalent combination of education, training, and experience.

Additional Requirements:

Considerable knowledge of park maintenance methods, supplies, materials, tools, equipment and effective practices; ability to understand and carry out oral and written instructions and to work from specifications and drawings; knowledge of occupational hazards and safety precautions related to maintenance and construction work; ability to coordinate the work of the group with other agency groups in an efficient manner ability to establish and maintain effective working relationships with coworkers, supervisors and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

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Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, crouching, stooping, reaching, walking, pulling, pushing, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement