

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Park Maintenance Supervisor
Department: Parks & Recreation
Revised : October 2013

Class : Service Maintenance
FLSA : Non-exempt

This job description supersedes any prior description for the Park Maintenance Supervisor classification.

GENERAL DESCRIPTION

Responsible work involving supervision and participation in the maintenance and repair of County-owned parks and recreational facilities. Supervision is provided for the work activities of a number of full time and seasonal employees. Work is under the supervision of the Buildings, Grounds, and Parks Director and is reviewed through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Inspects park and recreation facilities weekly to identify maintenance and repair needs; completes maintenance reports; assigns work and participates in maintenance and repair, which may include welding, plumbing, carpentry, small engine repair, electrical repair, and painting.

Supervises park maintenance employees and community service workers; schedules work; orders needed materials.

Maintains landscaping, which may include planting grass, trees, or shrubs, mowing grass, removing weeds, spraying chemicals, fertilizing and watering; operates a tractor to level campsites, repair trails, and haul gravel; operates a chainsaw to cut trees.

Maintains and repairs equipment including lawn mowers, gators, chainsaws, weed eaters, blowers, etc.

Answers questions and gives directions concerning park operations in person or by telephone.

Conducts orientation and training of new employees.

Maintains order and enforces regulations within the park.

Performs maintenance as needed on park rental houses.

Prepares and maintains a variety of records and reports.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of park operations and departmental rules and regulations.

Job Title: Park Maintenance Supervisor
Page : 2

Considerable knowledge of landscaping techniques and lake management.

Considerable skill in the operation and repair of landscaping equipment.

Considerable knowledge of welding, painting, carpentry electrical, and minor plumbing repair.

Working knowledge of concession stand operations.

Skill in operating a tractor, Bobcat, and chain saw.

Ability to learn carousel and mini-train operation and repairs.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with park clientele, fellow employees and the general public.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work will include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Landscaping Technology, Civil Engineering Technology or related field and two years of experience in park and recreational facilities maintenance with some supervisory experience; or combination of education and experience. A valid driver's license and North Carolina pesticide license are required.

**This job description does not create an employment contract,
implied or otherwise.**