

PARK MAINTENANCE MANAGER

GENERAL STATEMENT OF DUTIES: Performs highly skilled technical work in the maintenance of Parks and Recreation Commission equipment and facilities; works under general management; performs other related duties as required.

STATEMENT OF TASKS:

Repairs and/or restores park equipment and facilities;
Supervises full-time and seasonal employees;
Oversees all maintenance activity in assigned park(s);
Renders technical advice and assistance to staff and professional consultants who may be employed on a contractual basis;
Supervises as well as performs maintenance of assigned park location(s);
Maintains approved purchasing sources for Park purchasing activity.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of parks development and facility construction methods in relation to work practices, methods, trends, equipment, materials, tools, and employee capabilities;
Knowledge of Parks and Recreation development standards;
Ability to operate all Park equipment to accomplish assigned projects;
Ability to instruct seasonal and full time staff in the operation of all Park equipment;
Ability to read and interpret engineering plans and specifications and to make accurate measurements in calculating project costs;
Ability to keep efficient records of work accomplishments and costs;
Ability to work tactfully with subordinates, architects, contractors and fellow workers;
Ability to exercise mature judgment and to function with very broad guidelines with minimum direction.

MINIMUM QUALIFICATIONS

Associates degree in Building Trades or related field **OR** five (5) years' experience in construction trades
OR five (5) years building and grounds maintenance experience.

SPECIAL REQUIREMENTS

Must possess a valid driver's license.
Must be willing to work weekends, holidays, and irregular hours.
Must be courteous in dealing with the general public and fellow staff members.



Human Resources Director

Established: October 28, 2019

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