

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

PARKS & RECREATION MAINTENANCE SUPERVISOR

Supervised by: Parks & Recreation Director
Supervises: All departmental maintenance employees

Position Summary:

Under the direction and supervision of the Parks & Recreation Director, supervises, coordinates, schedules, and implements maintenance and improvement activities for all parks and recreation facilities. Performs a variety of routine and skilled maintenance, construction, custodial and repair activities involving parks and recreation buildings, grounds and equipment.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Maintains, or supervises the maintenance of the Community Center, all Township parks, and other related recreational facilities and equipment.
2. Directs, supervises, trains, and evaluates full-time, part-time and seasonal custodial and maintenance personnel. Ensures employees are properly trained in operations and safety procedures.
3. Prepares and maintains maintenance schedules for grounds and facilities as related to recreational programming and events.
4. Plans, supervises and facilitates the landscaping, maintenance, grounds-keeping, and repair activities in parks, playgrounds, pavilions, ball fields, tennis courts, nature trails, public restrooms, and around public building and public lands.
5. Coordinates sites, facilities and equipment to ensure the availability and preparation of parks and facilities, and the proper disbursement of equipment for games, events, and other activities.
6. Performs major and minor equipment maintenance, servicing and repairs. (e.g. tractors, trucks, passenger vehicles, power tools, fences, bleachers, backstops, nets, picnic tables, grills, lawnmowers, etc.)
7. Plans and implements parks and facilities improvement projects.
8. Posts and maintains appropriate park and facility signage to ensure user safety and compliance. Assists in the enforcement of related rules and ordinances.
9. Schedules and completes routine park cleaning such as emptying and cleaning all trash containers and dumpsters and stocking and cleaning restroom facilities. Also provides interior and external custodial maintenance of the Community Center including such things as mopping, vacuuming, arranging tables and chairs,

organizing the storage facilities, and replacing light bulbs.

10. Assists Recreation Coordinator in maintaining, cleaning, and repairing all program equipment and supplies.
11. Assists in the distribution of informational materials.
12. Prepares and sets up Community Center activity rooms and park grounds for recreation and senior programs, special events, and classes.
13. Performs parks and facilities maintenance functions, including conducting research, preparing bids and requisitions and purchase orders for the Director's review and approval.
14. Keeps abreast of new developments in the field, new methods and techniques and current issues through continued education and professional growth.
15. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma, or equivalent; a college degree is desirable in parks management or related training in landscaping, grounds maintenance, horticulture or a related field.
- Five or more years building and grounds maintenance with a minimum of two years experience in supervising outdoor work teams.
- A Michigan Vehicle Operator's License.
- Certification as a Playground Safety Inspector desirable.
- Strong working knowledge of the equipment, methods, procedures, and tasks involved in building maintenance and repair.
- Knowledge of the practices and safety issues involved in maintaining public facilities.
- Knowledge of the methods, materials, and equipment used in maintenance work.
- Skill in rough carpentry.
- Skill in repairing and maintaining buildings and related mechanical, electrical and plumbing systems.

- Thorough knowledge of the practices, methods, and equipment utilized in grounds and park maintenance and development, including the planting, cultivation, pruning and care of lawns, flowers, shrubs, plants and trees.
- Knowledge of the supplies, equipment and facilities utilized in recreation programs and sporting leagues.
- Knowledge of and ability to safely operate equipment necessary to maintain parks and facilities.
- Skill in organizing schedules and coordinating associated resources.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with staff, volunteers, program participants, vendors, other governmental agencies and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to effectively train others and assign, coordinate and evaluate the work of staff.
- Ability to work effectively within deadlines, under stress, and with changing work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the essential functions of this job, the employee is required to: stand, walk, stoop and kneel. It is crucial to the outcome of job tasks that the employee is able to: talk and hear; use hands to finger, handle, or feel; and reach with hands and arms extensively. The employee is occasionally required to climb and/or balance. The employee must occasionally lift and/or move objects of moderate to heavy weight.

While performing the duties of this job, the employee frequently works near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate, but can be loud during certain assignments.