

NORTH HIGHLANDS RECREATION & PARK DISTRICT

PARK MAINTENANCE SUPERVISOR

\$60,852 - \$74,712
Plus District Paid Benefits

DEFINITION:

Under the direction of the Parks and Facilities Superintendent, the Park Maintenance Supervisor organizes, monitors and supervises park and facility maintenance operations; manage and supervise full and part time staff; performs a variety of skilled work in the maintenance and repair of District parks, buildings, facilities, irrigation systems and equipment; performs technical tasks relative to park and facility maintenance; provides technical assistance to the Parks and Facilities Superintendent.

ESSENTIAL FUNCTIONS:

- Plans, prioritizes organizes, schedules and supervises the maintenance and repair of parks, buildings, facilities and related areas; as well as work projects.
- Supervise, train, schedule and evaluate full and part time staff. Monitor the work of assigned employees for accuracy, proper work methods and compliance with District standards and specifications; work with employees to correct deficiencies. Monitor staff time card records.
- Inspects parks, buildings and facilities to identify maintenance and repair needs, safety hazards, and vandalism.
- Perform maintenance, construction and repair assignments on District parks, buildings and facilities. Schedule and supervise the installation and repair of playground equipment.
- Supervise and perform repair, installation, and maintenance of irrigation lines, irrigation and sprinkler systems, including automatic control systems, valves, system mains, and laterals.
- Oversee the operation, servicing and repairs to a variety of equipment such as mowers and other small and large motorized equipment. Train staff in the safe and proper use of tools, large equipment and pesticides. Ensure the division inventory is updated and maintained.
- Supervise and participate in the maintenance and care of park trees to ensure public safety; supervises the trimming, watering and pruning of trees to keep streets, sidewalks paths of travel and play areas clear.
- Ensure the adherence to safe work practices by maintenance staff; train assigned employees in their areas of work in park maintenance methods, techniques and in the set-up and use of equipment. Maintain and enforce strict employee accountability for job responsibilities, job completion, and competency and employee certifications.
- Support and enforce all District policies, (including but not limited to personnel, liability, safety, leave). Document and report any policy violations to Superintendent.
- Respond to after hour emergency calls. Assign on call staff and follow up after hour's emergencies.
- Assist with the planning, direction and reviewing of park division goals and objectives.
- Attend and participate in various training classes and seminars; stay up to date on new trends and innovations in the field of park maintenance.
- Assist in the preparation and development of cost estimates for division budget.
- Performs related duties and responsibilities as required.

KNOWLEDGE OF:

- Operations, services and activities of a park maintenance program. Principles and practices of facilities and grounds maintenance activities.
- Operation and mechanics of irrigation systems.
- Proper use and care of a variety of tools and equipment used in facility and grounds maintenance.

ABILITY TO:

- Lead, organize and review the work of staff in the area of work assigned.
- Direct, supervise and evaluate the work of subordinate personnel.
- Provide leadership and instruction to staff. Hold employees accountable.
- Provide technical knowledge to staff as needed.
- Explain and enforce District policies and procedures.
- Operate a variety of hand and power tools and heavy equipment in a safe manner.
- Follow irrigation plans and specifications. Perform basic and complex irrigation repairs as required.
- Skillfully perform a wide variety of park, building, and recreational facility maintenance and repair tasks.

EDUCATION/EXPERIENCE:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. The typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of progressively responsible experience in personnel supervision, maintenance, and repair of parks, landscaped areas, and related facilities.

Education:

Equivalent to the completion of the twelfth grade; supplemented by specialized course work in park or grounds maintenance, turf management, irrigation, horticulture, building construction or related field.

License:

Possession of valid California driver's license.

WORKING CONDITIONS:

This position will require working outdoors in seasonal weather conditions. It may also require some occasional evening and weekend work.

Additional Information:

This is a new position with the District. The position is open until filled. The District application can be found at nhrpd.org. Application and resume can be sent/delivered or emailed to the contact information listed below. For additional information, please contact Scott Graham, Maintenance Superintendent at 916.332.7440, scott@nhrpd.org.

**North Highlands Recreation and Park District
6040 Watt Avenue
North Highlands, CA 95660
916.332.7440/nhrpd.org**

North Highlands is a Special District located in Sacramento County. The District's population is approximately 46,000 and has a service area of 8 square miles. The District has 14 full time employees, numerous part time staff and 15 parks. The District is in the process of developing a new Park and Recreation Facilities Master Plan and has begun the process of designing a new 7.2 acre park.