



Job Vacancy

Class Title:	Parks & Recreation Maintenance Supervisor
Salary:	\$21.59 - \$32.38

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

Performs administrative and supervisory work assisting the management of parks, facilities, and other city owned properties under the administrative direction of the Parks Director.

ESSENTIAL FUNCTIONS

Schedules daily tasks, routine maintenance, projects, and works alongside crews to accomplish them.

Provides training and instruction in the methods, equipment, materials and time management to accomplish work objectives.

Maintains and provides a quality standard of care to capital outlay including vehicles and other assets; tools, equipment and supplies purchased through the operating budget.

Timely responds to complaints and work orders regarding parks and assist with facility maintenance.

Coordinates and provides personnel with opportunities for training with equipment and learning horticultural procedures.

Provides support and assistance to ensure that all city-sponsored events are executed successfully.

Works overtime, weekends, and holidays as needed.

Operates heavy equipment and delivers equipment, tools and materials as needed.

Operates power tools, motor vehicles, small equipment, mowers, tractors, etc.

Installs and removes seasonal Holiday lights and decorations on buildings, trees, and common areas.

Supervises and directs turf maintenance duties and assist with determining fertilizing, reseeding, sodding and irrigation.

Parks & Recreation Maintenance Supervisor

Evaluates the need for and distributes chemicals for weed control and turf management.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, and ABILITIES

Ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Ability to operate and maneuver bucket trucks, aerial boom lifts and various small or heavy equipment and maintain control of the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Ability to utilize a wide variety of reference and descriptive data and information.

Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

Ability to make sound and reasonable decisions in accordance with laws, ordinances,

MINIMUM QUALIFICATIONS

High school diploma or equivalent required along with two years of parks maintenance experience at the supervisory level and/or completion of an Associate's Degree in horticulture or a related field.

National Parks & Recreation Association CPSI certificate required or must obtain within six months of hire.

CDL License preferred.

Parks & Recreation Maintenance Supervisor

PHYSICAL DEMANDS

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-100 pounds).

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

May require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, unsafe structures, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal bites.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.