

JOB DESCRIPTION

	Position Title:	Parks Maintenance Supervisor	Pay Grade: 5 FLSA: Non-Exempt
	Department:	Parks and Recreation	
	Reports to:	Parks Maintenance Supervisor	
	Last Updated:	September 2025	

Job Goal

Oversee and assist with the park grounds and facilities maintenance operational functions including but not limited to weed spraying, mowing, parking lots, restroom facilities, ball fields, snow removal, drainage work, swimming pool maintenance, and park equipment maintenance and installation activities. Perform manually skilled work of routine and moderate difficulty during all weather conditions.

Responsibilities (include but not limited to)

- Oversees and performs light carpentry work, ball field layout, plumbing, and cutting grass, weeds, trees, and tree limbs.
- Oversees and performs maintenance activities on all park equipment and facilities.
- Performs the installation, construction, maintenance, and cleanliness of the park's grounds, equipment, and facilities.
- Oversees and prepares recreational facilities for use.
- Ensures the completion of OSHA training as required and maintenance workers always employ OSHA standards.
- Oversees and performs maintenance and repairs on park equipment and vehicles.
- Oversees and performs maintenance and repairs on swimming pool, including filtration and circulation systems.
- Assists with recreation activities.
- Assists with the recruitment, training, supervision, and evaluation of full-time, part-time, and seasonal personnel.
- Assists with the preparation and administration of the annual budget.
- Prepares and maintains records, reports, etc.
- Required to respond to calls at all hours.
- Required to work irregular hours, including evenings, holidays, and weekends.
- Performs related work as required.

Qualifications

- High School Diploma or equivalent.
- Four to Six years of parks maintenance experience including supervisory experience.
- Must possess a Pesticide and Herbicide Applicator License.
- Must obtain a Class-B commercial driver's license (CDL) within one year from hire date.
- Must obtain a Certified Pool Operator (CPO) License within one year from hire date.
- Must obtain a Certified Playground Safety Inspector (CPSI) license within one year from hire date.
- Must possess and maintain a valid driver's license.
- Must obtain CPR and First Aid certifications within one year from hire date.

Knowledge, Skills, and Abilities

- Thorough knowledge of parks and recreation principles and practices.
- Extensive knowledge of materials, methods, and techniques utilized in the construction, maintenance, and operation of departmental activities.
- Extensive knowledge of general maintenance, carpentry, plumbing, tools, equipment, parks, and recreation activities.
- Proficient ability to operate motorized equipment and use other tools manually.
- Able to supervise and direct full-time, part-time, and seasonal personnel.
- Able to lift items weighing more than 25 pounds.