

City of Alamo
Job Description

JOB TITLE:	Parks Maintenance Supervisor	APPROVED BY CITY COMMISSION
DEPARTMENT:	Parks and Recreation	DATE: 09/19/2023
DEPT. NO:	1700	SALARIED:
SUPERVISOR:	Parks and Recreation Dir.	HOURLY: XXX
FULL TIME:	XXX	EXEMPT:
PART TIME:		NON-EXEMPT: XXX

JOB SUMMARY: Under the supervision of the Parks and Recreation Director and Assistant Director, performs various jobs in general maintenance and development of parks and recreational lands and facilities, which require skill, ability, and knowledge of park maintenance; and do related work as required as well as supervising all Parks Maintenance Level I employees.

ESSENTIAL JOB FUNCTIONS: The Parks Maintenance Supervisor will assist Parks and Recreation Director and Assistant Director in leading the onsite maintenance team with grounds and operational duties as required. The Parks Maintenance Supervisor will mentor, train, and conduct safety and policy training with grounds employees. The Parks Maintenance Supervisor will monitor staff behavior and issue corrective actions, training and developments, personal improvement plans and progressive disciplinary action. All incidents will be reported to the Parks and Recreation Director and/or the Assistant Parks Director for final review and approval.

OTHER JOB FUNCTIONS: The Parks Maintenance Supervisor must be knowledgeable in landscaping, aboral care, herbicide application, machinery maintenance principles, best practices, performance standards, and frequencies of service. The Parks Maintenance Supervisor is part of the Maintenance Level I crew and must also mow, plant seed, fertilize parks land (as needed), and be responsible for litter control as well as operate various equipment and hand tools as needed. Also, maintains and cleans public restrooms and various public facilities. Responsible for upkeep and replacement of shrubs and landscaping on city grounds and parks. Also operates various push-type or hand-held power tools such as lawn mowers, edgers, line trimmers, chain saws, etc.; performs maintenance upkeep at all City Facilities.

WORKING CONDITIONS AND PHYSICAL DEMANDS: Outside, extreme weather conditions (hot and cold), works bent over, kneeling, for extended periods of time.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

Completion of Sixth grade, high school diploma/GED.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS: Use of general maintenance procedures and use of tractors, mowers, edger's and other equipment with skill and safety. Knowledge of swimming pool and athletic field maintenance Knowledge of cleaning chemicals and paints

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable

accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

“Parks Maintenance Supervisor”

Print name

Signature

Date