

# City of Alamo

<b>JOB TITLE:</b> Parks Maintenance Supervisor	<b>APPROVED BY CITY COMMISSION</b>
<b>DEPARTMENT:</b> Parks and Recreation	<b>DATE:</b> October 2023
<b>SUPERVISOR:</b> Parks & Rec. Director	<b>SALARIED:</b> N/A
<b>DEPARTMENT NO.:</b> 1700	<b>HOURLY:</b> XXX
<b>FULL-TIME:</b> XXX <b>PART-TIME:</b> _____	<b>EXEMPT:</b> _____ <b>NON-EXEMPT:</b> XXX

**JOB SUMMARY:** Supervisor of Parks Maintenance aids in planning, monitors, and gives direction to Parks Maintenance crews and personnel. Supervises the upkeep and maintenance of parks and park-related facilities, and other buildings within the municipality. Reports and communicates with Parks and Recreation Director and or, Assistant Director.

**ESSENTIAL JOB FUNCTIONS:** Supervision of landscaping, building repairs, painting and other ground maintenance tasks. Ensures all work is completed safely and efficiently. Training and evaluating of personnel, volunteers, and contractors. Participates in proper maintenance and operation of parks equipment and facilities.

Enforcement of safety regulations, protocols and procedures. Implements accountability, and maintains accurate records and files. Must be able to read, write, and communicate effectively with citizens, contractors, and appointed and elected officials.

**OTHER JOB FUNCTIONS:** Ability to establish and maintain effective working relationships with Parks employees, the general public, City officials, and all City Staff. Use and supervision of general maintenance and operation of mowers, edgers, trimmers, and other related equipment. Supervision, training, and knowledge of swimming pool and athletic fields maintenance, and cleaning chemicals.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:** The Parks Maintenance Supervisor may be required to work overtime beyond 40 hours in a workweek, weekends, and special events. Must be able to meet with the public in a courteous and diplomatic manner. Able to climb, stoop, bend, lift, and squat without difficulty. Capable to withstand weather changes from extreme heat, cold, rain, or other heavy weather conditions.

**REQUIRED EDUCATION:** High School Diploma or GED Certification.

**EXPERIENCE:** Position requires a professional attitude, customer service knowledge preferred, three (3) years of experience in parks and recreation maintenance, equipment handling, and safety procedures preferred.

**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.

**Employee Name (Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_