



Recreation Maintenance Supervisor

Recreation

JOB SUMMARY

This position is responsible for supervising recreation facility and field maintenance.

MAJOR DUTIES

- Coordinated day to day facility, park and grounds maintenance operations.
- Schedules, implements and monitors weekly, monthly an annual maintenance program.
- Assigns personnel maintenance tasks.
- Utilizes a variety of light and heavy specialized equipment to repair, maintain and clean recreational parks, facilities, and grounds including athletic fields, gymnasium, restrooms and concession stands.
- Assists in preparing equipment, supplies and annual maintenance budget.
- Supervises landscaping and horticultural designs, preparation, chemical treatments, fertilization, aeration, irrigation and mowing.
- Troubleshoots plumbing, electrical, HVAC and other building systems.
- Maintains electrical systems for parks and fields including scoreboards and lights.
- Ensures compliance with safety regulations and requirements.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of recreational programming and services.
- Knowledge of facility and field safety regulations.
- Knowledge of grounds and athletic turf landscaping and maintenance.
- Knowledge of general building maintenance.
- Knowledge of plumbing, electrical and mechanical systems.
- Skill in utilizing specialized tools, heavy and light equipment.
- Skill in oral and written communications.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The Recreation Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include County and department policies and procedures, safety requirements, and related federal, state, and local laws. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and maintenance duties.
- The purpose of this position is to oversee the maintenance of recreational facilities and fields for the County. Successful performance helps ensure safe and secure recreational services that meet the needs of the County residents.

CONTACTS

- Contacts are typically with coworkers, other County employees and agencies, and members of the general public.
- Contacts are typically to provide services; or to give or exchange information.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, stooping, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes sense of smell.
- The work is typically performed in an office or at the recreational park and facilities and exposes the employee to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasionally outdoors in inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Recreational Specialist, Park Maintenance Worker, Maintenance/Laborer Worker, Recreation Maintenance Worker, Part-time Grounds Maintenance Worker and Trustee Laborers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education, or a combination of education, experience and skills that meet the prerequisites of the position.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Must be 18 years of age and possess a valid Georgia Driver's License.
- Must be knowledgeable of Microsoft Office programs.
- Must be willing to take a drug test and allow a criminal background check.