

## **RECREATION MAINTENANCE SUPERVISOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is supervisory work involving responsibility for maintaining extensive municipal grounds and recreation areas. An incumbent plans, supervises, and performs landscaping, care of playing fields, snow removal, repair and maintenance of park and recreation equipment, and coordinates recreation activities. Work is performed under the general direction of the Recreation Superintendent. Supervision is exercised over a number of employees engaged in grounds keeping and maintenance activities. The incumbent is responsible for directing all recreation maintenance activities in the absence of the Recreation Superintendent.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises the planting and care of trees, flowers, shrubbery and lawns;
2. Directs the maintenance of parks and recreation areas, including playing fields, skating rinks, and swimming pools;
3. Schedules and assigns work in accordance with seasonal requirements and weather conditions;
4. Leads in work projects and works with personnel as needed on scheduled and emergency work projects;
5. Supervises all snowplowing of parks and recreation areas, the arterial highway and some municipal parking lots;
6. Supervises the maintenance and repair of buildings and equipment in recreation areas;
7. Requisitions supplies and equipment and makes budgetary recommendations pertaining to work projects;
8. Maintains daily records and prepares reports on activities;
9. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the methods, materials, tools and equipment used in the maintenance of grounds and recreation areas; ability to plan and supervise the work of others; ability to keep detailed records and make reports; mechanical aptitude; reliability; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- EITHER: (A) An Associate's degree in Horticulture, Natural Resources Conservation or a related field and one (1) year of work experience supervising and performing grounds keeping and park maintenance work;
- OR: (B) Three years of experience in grounds or park maintenance activities, one (1) year of which must have been in a supervisory capacity;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B).

### **SPECIAL REQUIREMENT:**

Possession of a valid driver's license.

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ADOPTED: 04/29/83

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