



Franklin-Simpson Parks and Recreation

Parks Maintenance Supervisor

SALARY:	Starting at \$45,000	BENEFITS:	Full Benefits
JOB TYPE:	Full-time Regular	LOCATION:	Franklin, KY
OPENING DATE:	December 15, 2024	CLOSING DATE:	January 5, 2025

Description

This position is open to internal and external candidates.

Under the direction of the Parks Director, organizes, plans, supervises, and implements maintenance plans for the parks system; oversees the daily operations of the Parks Maintenance Department including but not limited to grounds maintenance, equipment maintenance, landscape maintenance, and facility maintenance; coordinates and oversees contracted vendors and assignments to include custodial contracts, construction projects and contracts, mowing contracts, etc., and ensures completion of work; performs facility inspections, reports, and repairs or replacements of equipment; evaluates work performance of maintenance staff; works with administration to develop goals and objectives, and implements division budget; maintains accurate records and files. May include night and weekend shifts as assigned, in addition to declared state of emergency requirements.

Duties

This non-exhaustive list of duties is only intended to be representative of the tasks performed in this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates with the Director on short-term and long-term projects, and weekly planning assignments.
- Oversees the delegation of daily tasks and assignments to parks maintenance employees including but not limited to mowing, trimming, mulching, snow and ice removal, playground maintenance, facility maintenance, facility inspections, event or program set up, etc.
- Performs routine maintenance and repair work on park amenities, equipment, signs, monuments, etc.
- Maintains detailed and accurate records.
- Manages full-time and part-time staff including hiring and training, develops and implements staff schedules, assignments, and recommendations for disciplinary action or termination, and evaluates performance regularly. Manage and supervise SCDC workers.
- Implement landscape maintenance and daily maintenance tasks including but not limited to planting, cultivation, care and treatment of landscaped beds as well as shrubs, flowers and trees; mowing, raking, trimming, edging, fertilizing, etc. of parks.
- Required to work a minimum of 40 hours per week, and as a supervisor is expected to work some weekends, on-call and holidays as necessary.
- Administers business functions and assists with budget preparation and end-of-year reporting.
- Assists with the implementation of city, state and OSHA safety policies and procedures.
- Development and implementation of volunteer work days, tasks and hours.

Approved 12.5.2024

- Assist supervisor with updates and responses to public inquiries, concerns and complaints in a timely manner.
- Expected to temporarily perform duties outside of normal classification in severe weather events and/or in the event of a declared emergency. In the event that an employee is excused from work, other than being sick, they will be required to report to work in a state of declared emergency.
- Performs other duties as assigned.

Qualifications

- High School graduate or GED equivalent preferred
- Four (4) years of progressive experience in grounds maintenance, facility maintenance, construction management, landscape maintenance or related fields
- Any combination of education, training and experience that displays a thorough knowledge of grounds maintenance operations
- Management or supervisory experience is preferred
- Valid Kentucky State Driver's license or ability to obtain one
- Valid Kentucky Commercial Pesticide/Herbicide license or ability to obtain one

Knowledge, Skills and Abilities

- Knowledge of department policies and procedures.
- Thorough knowledge of equipment, facilities, materials and best practices.
- Skill in making estimates and properly interpreting and making decisions in accordance with building codes, laws, regulations and policies.
- Ability to obtain the following certifications within twelve (12) months of employment: Certified Playground Safety Inspector.
- Ability to recognize unusual or threatening conditions and take appropriate action.
- Ability to provide and prepare concise and accurate reports.
- Understands role as a departmental team member.
- Excellent analytical, organizational, project management and time management skills.
- Works well under pressure, is flexible, and has high attention to detail.
- Excellent communication skills, paying close attention to directives, being organized and exceptional customer service skills often during delicate situations.
- Ability to provide regular written performance evaluations on employees.
- Ability to establish and maintain effective working relationships with employees, city and county officials, other departments and the general public through oral and written communications.
- Excellent communication, supervisory, organizational and public relations skills.
- Knowledge and ability for operation and use of motorized vehicles and equipment, including dump trucks, pick up trucks, tractors, utility trucks, trailers, commercial mowers, trimmers, blowers, common hand and power tools, shovels and wrenches.
- Skill in the use of mobile phones, telephone systems, personal computers including word processing and other software, and copy and fax machines.

Physical Requirements

- Frequent lateral mobility over various terrains, ability to climb, lift items above head, stoop, bend, squat, sort, kneel, reach to overhead levels, hold and/or grip hand tools. Ability to tolerate various weather conditions as required. Ability to push and pull up to 100 lbs. unassisted. The employee must maintain the physical requirements to successfully perform the job duties.

