

Washington Park District

Job Description

Parks Maintenance & Athletic Facility Crew Supervisor

General Description:

Under the direction of the Superintendent of Parks & Property, the Park Maintenance & Facility Crew Supervisor has the responsibility for the maintenance, repairs and improvement of all grounds, facilities, buildings, equipment and vehicles. The Parks Maintenance & Field Crew Supervisor is a full-time employee typically scheduled to work from 7:00 am to 4:00 p.m. of each workday, Monday through Friday, but is expected to respond to emergencies as necessary. Due to the nature of the job some nights and weekends will be required to assist with special events, programs and other maintenance issues that may require immediate attention and may work up to 55 hours a week.

Qualifications:

Applicant must be 21 years of age or older. Graduate from a college or university with a Bachelor's Degree in Park and Recreation Administration, Landscape Architecture, Horticulture, Forestry or other related fields with a minimum of four years practical experience. The above may be substituted with experience with a park system or a related position. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable. A valid State of Illinois class "D" and "CDL" driver's license is required or at least willing to obtain. A valid Illinois Department of Agriculture Applicator's License for pesticides will be required once hired. Competencies in any of the following certifications are preferred: Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO), Certified Playground Safety Inspector (CPSI), and Certified Sports Field Manager (CSFM).

Immediate Supervisor: Superintendent of Parks & Property working with the Athletic Coordinators.

Essential Functions:

Administration

- Assist the Superintendent of Parks & Property in the supervision of staff and the operations of the Parks Department in accordance with the policies established by the Board of Commissioners and Director of Parks and Recreation.
- Supervise all custodial work and the general clean-up of the parks and special facilities; monitor the appearance and condition of properties with a focus on athletic fields.
- Evaluate, develop and implement an annual and regular maintenance program for athletic fields.

Finance

- Assist the Director and Superintendent of Parks & Property in the preparation of athletic field maintenance related budget.
- Review all Parks Department invoices and follow expenditure procedures.

Personnel

- Supervise part-time, and seasonal employees in the directive and tasks assigned.
- Assist in the evaluation of part-time personnel for the Parks Department.
- Train staff in the skills and correct methods to maintain athletic fields in the best and safest condition for play.
- Ensure staff is following the safety training program for all personnel of the Parks Department.

Planning

- Recommend equipment needs and capital improvements for the athletic fields to the Director including the preparation of specifications.
- Gathers data for specifications.

Operations

- Oversee the start-up and physical operation of the athletic courts and fields. Assist the Superintendent of Parks & Property in the start-up and operations of the swimming pool and recreation facility.
- Perform work in general construction, maintenance, repairs, and landscaping.
- Plant & maintain trees, shrubs, and flowers.
- Assist crew with all maintenance, repair, and construction work.
- Prepares and maintains records on normal and regular parks operation.
- Treat Park District patrons with courtesy and respect.
- Supervise and coordinate orientation training on all power tools and equipment.
- Ensure the pickup of trash from field area, including in dugouts and around bleachers.
- Supervise and coordinate the grooming and preparation of all athletic fields including turf, dirt and all areas around the playing fields.
- Supervise the maintenance of the landscape of the Park District parks and facilities (grass, natural areas, flower beds)
- Supervise the maintenance of the facilities and amenities of the Park District parks and facilities (bathrooms, garbage cans, playgrounds, pavilions).
- Supervise and coordinate the installation and repair of playground equipment, which includes safety inspections of all playground equipment.
- Remain on call for snow removal, repairs and maintenance as deemed necessary.
- Any other duties or tasks to maintain and provide a quality, clean and safe environment for staff and patrons of parks and Park District facilities.

Safety Program

- Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to management staff as soon as possible.
- Assist with emergency procedures and building evacuation.
- Perform all job tasks within the rules and guidelines of the District's safety program.
- Conduct yourself in a safe manner and promote a safe work environment.
- Wear seat belts at all times while in Park District vehicles.
- Inspect equipment before use.
- Clean work areas when finished and ensure facilities are locked.

Marginal Functions:

- Assist with Park District special events as needed.
- Attend in-service trainings and meetings as directed by Management.
- Maintain current CPR and Standard First Aid certifications.
- Administer First Aid according to the Park District's Communicable Disease Policy.
- Assist all employees of the Park District as needed.

Physiological Considerations:

- Ability to operate Park District vehicles and maintenance equipment.
- Handling Park District materials up to 75 pounds. Assistance will be provided when necessary.
- Worker is exposed to chemicals (i.e. fertilizers, weed killers, cleaning materials).

Environmental Considerations:

- Worker is exposed to outside weather conditions 90% of the time, including extreme heat and cold, snow, rain and ice.
- Protective clothing is required as follows:
 - Earplugs, ear covers
 - Helmets
 - Respirators
 - Safety goggles/glasses
 - Chaps
 - Leather type work boot
 - Protective gloves
 - Disposable (chemical) overalls

Cognitive Considerations:

- Resolve differences and problems that arise with patrons and work together with employees.
- Must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
- Must be able to follow directions from supervisor.
- Must use good safety awareness and judgment.
- Must have the ability to read, write and organize materials.
- Must be able to understand basic math functions.
- Must be able to communicate with coworkers and staff.

Signature of Park Maintenance

Date