



City of New Albany

Position: Assistant Parks Maintenance Supervisor

Department: Parks & Recreation Department

FLSA Status: Full-time / non-exempt

The New Albany Parks and Recreation Department is currently seeking an Assistant Park Maintenance Supervisor. The incumbent will report directly to the Park Maintenance Supervisor.

Knowledge, Skills, and Abilities Required:

- Punctual, dependable, trustworthy, sound reasoning skills, strong work ethic, and proactive
- Ability to work independently as well as function effectively in a team environment
- Ability to effectively communicate his or her thoughts and plans both verbally and in writing
- Willingness to work flexible hours with some evening, weekend and holiday work as required
- Proactive with sound reasoning skills; able to follow and administer directions
- Must have a valid driver's license and good driving record
- Supervisory ability; ability to work effectively and harmoniously with others; knowledge of staff development and on-the-job training practices and techniques
- Familiar with basic OSHA standards and safety practices
- Experience in parks and recreation and/or maintenance certifications desirable
- Ability to accurately document assignments, work needed and completed
- Knowledge of turf, grounds, landscaping design, buildings, preparation of chemical use and clean up as well as pesticide application practices
- Some knowledge of plumbing, masonry, electrical, painting, and HVAC as well as light construction and remodeling
- Knowledge of semi-skilled maintenance and safety procedures of public facilities
- Knowledge of the safe operation practices and maintenance of various tools, turf equipment, and motor vehicles
- Mechanical ability; skilled in the use of small power hand tools; ability to maintain small power and hand tools

Duties and Responsibilities:

- Incumbent makes a substantial contribution in meeting the maintenance needs of the community. The majority of work is performed independently following department policies and guidelines. Work is periodically reviewed for compliance with department goals and objectives.
- Assist Maintenance Supervisor in carrying out both the short-term and long-term park and maintenance operations including weekly work operations, handling materials and supplies, cleaning facilities and adhering to safety procedures.
- Assist with purchases or inventory of materials and supplies utilized on job sites.
- Occasionally attend prescribed training sessions, staff meetings and seminars as required by supervisor.
- Must have thorough knowledge of department functions. Incumbent will be evaluated on performance and knowledge of department functions during six (6) month probationary period.
- The incumbent will be responsible to maintain schedules; train and assign work to park maintenance workers and seasonal employees as well as handle personnel issues
- Ensure and enforce all departmental safety and health rules policies practices and procedures are followed

- The incumbent will perform park maintenance services and functions (i.e. building and grounds maintenance; snow removal; turf equipment operation and maintenance; major and wading pool operation and maintenance; playground equipment and area maintenance; and athletic field preparation and maintenance).
- Ability to operate and maintain park equipment and specialty equipment as well as operate single commercial vehicles over 2,000 pounds
- Assist with completing various building and park maintenance forms and reports; verify time cards, track time off, responsible for call-in of personnel for snow removal and emergencies in the absence of the Maintenance Supervisor
- Safely use and properly maintain small power and hand tools as well as all other equipment and tools
- Respond to calls from the security provider
- Perform other duties as may be assigned

Difficulty of Work:

Incumbent performs duties which are broad in scope and impact and require consideration of complex variables and their potential inter-relationships in the assessment and implementation of maintenance programs for the community. Guidelines are not always clearly applicable to particular situations, calling for individual judgment in selection and modification of standard strategies and procedures to best meet the Maintenance Supervisor's goals and objectives. Duties are physically and mentally challenging.

Physical Effort and Work Environment:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to walk, reach with hands and arms, climb or balance, stoop, kneel, and crouch or crawl
- The employee must frequently lift and/or move up to 55 pounds
- The employee may be exposed to moving mechanical parts
- Significant amount of time spent working outdoors, and in inclement weather (within reason and safety), to include: hot, humid, cold, rain and snow.

Education: Graduation from high school or G.E.D. equivalent required.

Please apply in person at the Silver Street Park administrative office or via email at parks@cityofnewalbany.com.