



From: Human Resources Department
RE: Job Opening
Department: Parks & Recreation
Date: September 3, 2019
Position/Hours: Outside Maintenance Supervisor/ 7am-4pm
Salary: Starting at \$16.82 hr./\$35,000.00 annually with a 5% increase after a successful 6-month probation

The purpose of the class is to supervise and participate in the maintenance of Town parks and recreational facilities, to ensure the safety of parks and facilities for staff and the public, and to perform related administrative, supervisory and maintenance work as required. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Plans and coordinates the outside maintenance of Town parks and recreational facilities.

Supervises assigned outside maintenance staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel, assisting with the selection of new employees; acting on employee problems; and recommending and implementing employee discipline.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Provides staff training in general operations, equipment use and maintenance, and safety procedures and protocols.

Ensures staff compliance with all department and Town policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.

Plans, supervises and participates in building, landscape, playground and athletic field maintenance.

Capital Crew Leader- Streets & Sanitation

Participates in preparations for special events.

Inspects grounds and facilities for security and safety and takes appropriate steps to ensure the safety of all staff and citizens and the protection of Town recreational property.

Maintains an adequate inventory of necessary equipment, materials and supplies.

Inspects motorized, construction, cleaning and grounds maintenance equipment; initiates repair when necessary.

Assists subordinates with and/or performs semi-skilled maintenance work.

Operates riding and push mowers to mow fields.

Performs general groundskeeping work, including but not limited to installing sod and landscape materials, mowing grass, trimming shrubs and trees, watering grounds and landscaped areas, applying fertilizers and pesticides, removing weeds, removing debris, etc.

Performs building maintenance work, including but not limited to minor construction / renovation / carpentry work, plumbing installation and repairs, painting interior and exterior surfaces, building and repairing playground equipment, building and repairing picnic tables and benches, basic electrical repairs, etc.

Performs general custodial work as necessary.

Assists in coordinating activities and programs with those of other divisions, departments and other agencies as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility.

Prepares and submits required records and reports.

Attends meetings, workshops, training, etc., as necessary to maintain job knowledge and skills.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope.

PEOPLE INVOLVEMENT:

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

INVOLVEMENT WITH THINGS:

Requires supervising the activities of those operating or repairing complex machinery or equipment that requires extended training and experience, such as heavy or light equipment, trucks and vehicles. Span of control and scope of operations is extensive, involving a large number of facilities.

COGNITIVE REQUIREMENTS

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REASONING REQUIREMENTS:

Requires performing supervisory work involving policy and guidelines, solving both people- and work-related problems.

MATHEMATICAL REQUIREMENTS:

Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes, and/or computing discounts and interest rates.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing specialized technical or entry-level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in facilities management or a closely related field. A two-year college or vocational school degree is preferable.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

Must be able to obtain Playground Certification within 6 months of hire.

EXPERIENCE REQUIREMENTS:

Requires over two years and up to and including four years of facilities and/or grounds maintenance experience.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium-to-heavy work that involves walking, standing, stooping, lifting, digging, pushing or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis. Must be able to perform basic life operational functions of climbing, balancing, stooping, kneeling, standing, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motion.

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ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic/caustic chemicals.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS

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Responsible for actions of others, requiring almost constant decisions affecting co-workers, customers, clients or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Specialist
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until September 17, 2019