

**JOB DESCRIPTION**

**PARKS MAINTENANCE SUPERINTENDENT**

**POSITION SUMMARY**

The primary function is to direct, plan and manage for the maintenance of City cemetery, parks and recreation systems, facilities and equipment including maintenance and custodial work on buildings and facilities. This position is responsible for managing staffing; developing divisional budget; planning, directing, coordinating, and prioritizing projects. This position is the primary point of contact for after hours and weekend parks incidents and city-wide storm recovery and incidents of trees in roadways.

**DUTIES AND RESPONSIBILITIES**

* Supervises the maintenance and care of the City cemetery, parks, buildings and facilities
* Oversees daily maintenance operations with on-site inspections; Administers a work order system including prioritization and review of work orders for progress and timely completion
* Sets long-range and short-range maintenance and care schedules for the cemetery, park system, including, buildings, grounds, and equipment; Sets priorities and organizes resources, including personnel, equipment, and materials
* Assists Director with grant writing, administrating and reporting
* Supervises staff, including hiring, employee evaluations, and training of new hires and current employees in safe maintenance and operation standards; managing and documenting discipline, coaching and addressing performance issues promptly; conflict resolution; time keeping; ensures appropriate communication about duties and expectations
* Administers building security and access system, including scheduling testing, maintenance and repairs
* Obtains cost information and approves requisition and purchase of supplies and equipment; Prepares cost estimates and monitors work of contractors, developers, and persons responsible for damage repairs, including construction and improvement projects, for compliance and completion
* Regularly communicate program/maintenance information for the Director to present to the City Manager and City Commission.
* Coordinates staffing and support services for special events, festivals, recreational and downtown activities and coordinates schedules to avoid maintenance and event conflicts

**EDUCATION**

* Bachelors Degree in Construction Management, Horticulture, Park Administration or a related field, preferred.
* Minimum five (5) years park, grounds and/or facility maintenance experience, including three (3) years of supervisory experience
* Valid Driver's License
* Certifications preferred: AFO, CPSI, Arborist Training, OSHA 10, Kansas Commercial Pesticide Applications 3A/B, CDL

**The City of Pittsburg is an Equal Opportunity Employer**

**Department:** Parks and Recreation **Classification/FLSA:** Full Time, Exempt

**Location:** Parks Maintenance Building **Reports To:** Director of Parks & Recreation

**Supervises:** All Parks Maintenance Staff **Salary Range:** $45,772 - $78,374 annually (Grade 13E)

**Benefits:** Per City Handbook **Travel:** As needed

**Date Written/Revised:** 11/23/2021

**PARKS MAINTENANCE SUPERINTENDENT continued**