



## Park Superintendent City of Mebane

### To Apply

To apply for the Park Superintendent position, please click on the link below.

### [Park Superintendent](#)

The City of Mebane is an Equal Opportunity Employer.

**Position Open Date: July 18<sup>TH</sup>, 2022.**

**Position Close Date: August 18<sup>TH</sup>, 2022.**

### General Statement Duties

Performs professional, technical, and administrative work in supervising and participating in the maintenance of park grounds, recreation building and athletic facilities.

### Distinguishing Features of the Class

Under general supervision of the Recreation and Parks Director, an employee in this class manages the parks and athletic facilities maintenance division including the installation, maintenance and repair of athletic fields, park grounds, landscaping, and related recreation facilities of the city. Work requires the employee to present to the Recreation Director long and short-range plans that include evaluating existing facilities, setting division priorities, coordinating future facility needs and presenting the annual budget. The employee must also determine daily work schedules and deadlines, assign work, monitor performance, ensure work is completed in a safe and effective manner and evaluate the quality of work completed. This position requires meeting general contractors to discuss various projects which will require quotes, contracts, and requests for proposals to start and complete work. Employee participates in personnel related issues such as interviewing, hiring, conducting annual performance evaluations, recommending disciplinary action and must train full-time and part-time employees in all aspects of preparing and maintaining park grounds and athletic facilities. This employee will serve the liaison for any city groups that officially partner with the City of Mebane. This employee will often communicate with the general public regarding city services, complaints, requests, and other issues related to park and/or athletic facility maintenance. Positions in this classification exercise significant authority, discretion, judgement, and independence in conducting work assignments and are exempt from the overtime pay requirement for the Fair Labor Standards Act.

### Illustrative Examples of Work

- Plan, schedule, train, organize, and supervise the work of Recreation and Parks Operations and facility supervisors in the daily maintenance of park grounds and athletic facilities; adjust work priorities as required.
- Consult with the Recreation Director regarding long and short-range division priorities and purchasing, budget, and personnel issues.
- Create, submit, and manage an annual maintenance budget; determine supplies and equipment needs and purchase or submit requisitions to acquire appropriate materials.
- Handle public requests for services and complaints concerning parks grounds and athletic facilities.
- Participate in employee interviewing, hiring, training, proper reporting of timesheets, performance evaluations, disciplinary actions, and terminations.
- Coordinate ongoing employee training in the safe operation of equipment and tools.
- Prepare and submit various monthly reports; maintain all proper inspection and maintenance records.
- Supervise and participate in maintaining park grounds and athletic fields through the operation of mowing equipment, tractors with and without attachments, pickup truck with trailer, bucket truck, skid loader, string trimmer, chain saw, paint sprayer and other related equipment.
- Supervise and participate in preparing athletic fields for play; drag, measure and line fields to correct specifications; use paint machine to paint lines.
- Supervise and participate in grading, seeding, fertilizing, watering and installing sod in turf areas; prune, mulch, plant, remove trees and shrubs; weed flower beds.
- Coordinate, supervise and participate in maintenance, repair, installation and construction projects on park grounds, athletic facilities, and related recreation facilities.
- Maintain and execute a Maintenance Standards Policy
- Maintain and execute a comprehensive IPM (Integrated Pest Management) Program for all parks and athletic facilities; apply pesticides and herbicides as needed.
- Inspect and maintain playgrounds and outdoors courts.
- Inspect and maintain irrigation systems.
- Ensure all work is performed in accordance with OSHA and City Safety Standards and Policies.
- Perform routine maintenance on equipment, check oil, water, filters, blades, etc.
- Other related duties as assigned.

### Knowledge, Skills, and Abilities

- Ability to plan, assign, organize, coordinate, and supervise daily work of staff and contracted personnel.
- Ability to conduct performance evaluations, set and prioritize goals, motivate, train, and effectively communicate with staff.
- Considerable knowledge of turf grass and weed, pest and disease identification.
- Considerable knowledge of the installation, propagation, and care of plant materials.

- Ability to establish and maintain effective working relationships with city officials, co-workers, contractors, and the general public.
- Considerable knowledge of work hazards and applicable safety procedures.
- Considerable knowledge of the methods, tools, equipment, and materials used in park and athletic facility maintenance.
- Considerable knowledge of city policies and procedures related to park and athletic facility maintenance and personnel.
- Considerable knowledge and skill in proper application of pesticides in accordance with state rules and regulations.
- Skill in the operation of equipment and tools utilized within division.
- Knowledge of computing and database management and the ability to maintain necessary records and reports.
- Ability to read and interpret sketches and maps.
- Ability to perform work in various weather conditions over long periods of time.
- Ability to work nights, weekends, and extended shifts as required.

### **Physical Requirements**

Work in this position is heavy work (exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects). Must be able to lift 50-70 pounds. Sometimes this lifting is done overhead. Physical activities include balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions. The employee is subject to both indoor and outdoor environmental conditions that may include extreme cold, heat, noise, vibration, proximity to moving mechanical parts, atmospheric conditions, and oils. Worker may be exposed to potentially infectious bodily fluids.

### **Education and Experience**

Completion of an associates degree or higher education in turf management, landscaping, horticulture or related area.

### **Special Requirements**

- Must Maintain a valid NC Class C Driver's License, Class B Driver License preferred.
- Within the first six months of employment, employee must obtain and maintain NC Pesticides License
- Within one year of employment, employee must obtain and maintain Certified Playground Safety Inspector (CPSI) certification.
- Certified Parks and Recreation Professional preferred.

**FSLA Status:** Exempt

### **Compensation**

\$61,240.00-\$76,084.00

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position, and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.