

# Park Maintenance Manager



**Department:** Parks & Recreation

## GENERAL STATEMENT OF JOB

Under general supervision, employee is responsible for grounds and facilities at Ashe County Park and the Family Central complex. This includes all bathroom facilities, shelters, gym, ballfields, and concession stands. Employee is responsible for plumbing and electrical, including lighting and fire extinguishers. Employee is responsible for the upkeep and routine maintenance of vehicles, including but not limited to oil changes, inspections, tire checks, and rotations. Maintains all equipment including tractors, ATVs, golf carts, lawnmowers, weed eaters, leaf blowers, power tools, chainsaws, and hand tools. Employee communicates with outside contractors on jobs to coordinate times for their work to be done. Employee inspects HVAC units and changes filters at appropriate times. Employee dates each filter to keep them on schedule. Employee salts and plows snow at the park and Family Central parking lot. Reports to the Parks & Recreation Director.

## SPECIFIC DUTIES AND RESPONSIBILITIES

- Maintains and upkeeps the Ashe County Park and Family Central complex.
- Maintains and upkeeps Parks & Recreation department vehicles.
- Maintains all Parks & Recreation department equipment including tractors, mowers, ATVs, golf carts, power tools, etc.
- Communicates and coordinates with outside contractors on all jobs and projects.
- Plows and salts parking lots/entry roads at Ashe County Park and Family Central complex when there is inclement weather.
- Performs other related work as required.

## REQUIRED EDUCATION AND EXPERIENCE

High School Diploma or GED, and at least 3 years of experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### *Licenses and Certificates:*

Possession of a valid driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

The following generally describes the knowledge and abilities required to perform the job or which must be learned within a short period of time to successfully perform the assigned duties.

- Considerable knowledge of the philosophy and objectives of public recreation.
- Considerable knowledge of the standard resources, materials, practices, and facilities utilized in a parks and recreation program.
- General knowledge of current literature, trends, and developments in the field of parks and recreation development.
- Ability to express ideas effectively orally, in writing, and using current digital media.
- Ability to deal effectively with civic groups and the general public.
- Ability to establish and maintain effective working relationships with community leaders, educators, and professional groups.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Must be physically able to effectively operate a variety of machinery and equipment including computers, copiers, fax machines, power and hand tools, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light to Medium work.
- Requires the ability to compare and/or judge the readily observable, functional, and structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including governmental accounting and recreation technology.
- Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.
- Requires the ability to inspect items for proper length, width, and shape.
- Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.
- Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

- Requires the ability to differentiate between colors and shades of color.
- Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.
- Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

## SPECIAL REQUIREMENTS

Basic background in electrical wiring, plumbing, carpentry; some experience with heavy equipment including tractors and understanding of basic vehicle maintenance.

**FLSA Status:** Non-Exempt

### **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 County of Ashe reserves the right to assign or otherwise modify the duties assigned to this classification.