To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Maintenance and Construction Supervisor for within the LaPorte County Parks and Recreation Department and performs a wide and complex variety of supervisory and maintenance tasks with considerable independence of supervision. Tasked with the planning and oversight of all maintenance and construction operations within the Parks Department.

**DUTIES:**

Responsible for planning, delegating and controlling work assignments of park maintenance department. Ensures timely and proper completion of tasks and conformance with policy, maintains discipline and recommends corrective action as warranted.

Travels to all county parks to assist and/or supervise park maintenance department employees. Responsible for updates and maintenance of all county parks encompassing over 400 acres which see an estimated 300,000 plus visitors per year.

Inspection and oversight of all public use areas for issues to ensure staff and visitor safety.

Assists in overseeing and administering department operations.

Assists with interviewing candidates for job openings, makes hiring recommendations, and provides orientation and training for new employees.

Evaluates condition of park facilities and grounds, assists with scheduling improvement projects.

Draws and designs plans, provides cost estimates, materials lists and makes purchases for new construction in parks.

Works directly with architects, engineers, contractors and consultants for many large projects such as new buildings, paving, habitat projects and other new construction.

Assists with grant administration to include contractor oversight, in-house building design and construction, budget adherence, timelines, obtaining quotes, etc.
As assists in addressing future needs during each 5 year master plan process by inspecting condition and maintenance needs of buildings, equipment, and other park facilities.

Evaluates equipment for needed maintenance, repair and/or replacement estimates costs and recommends needed action.

Oversees and occasionally performs repairs and maintenance on all park equipment or schedules needed repairs as needed.

Maintains inventory of departmental supplies and equipment, prices and submits requests/makes purchases as necessary.

Oversees and occasionally performs landscape grounds maintenance and rehab to include seeding, mowing, spraying, maintaining trails, mulching, trimming brush and trees, maintaining flower beds, planting trees shrubs and other landscaping plants.

Diagnoses and prescribes treatment for various plant, tree, and grass related diseases and infestations as needed.

Performs minor repairs and maintenance on equipment such as snow blower, tractor/loader, various hand and power tools, and mowing equipment. Performs preventative maintenance including sharpening blades, greasing, oil and fluid changes, tune-ups, cleaning of lawn tractors and mowers, oil and fluid changes, greasing belts, hoses, and cleaning of department vehicles.

Performs turf, plant and landscape ground maintenance functions including seeding, mowing and trimming grass, spraying, maintaining trails, bark chipping, trimming brush, maintaining flower beds, and planting vegetation. Performs road and parking lot upkeep and maintenance, and removes snow from roads and trails.

Assists with preparing and administering annual budget. Continually receives budget updates and plans accordingly to stay within budget.

Receives maintenance and custodial work requests from the public and staff, scheduling assignments accordingly to ensure needed work gets completed in a timely and efficient manner.

Performs work of maintenance staff as needed including carpentry, masonry, concrete and lawn work, seasonal snow plowing/salting of park roads, parking areas and walking trails.

Operates and is responsible for maintaining, and training employees on all applicable equipment such as mowers, tractors, rental equipment, trucks, sprayers, loaders, chain saws, and related grounds equipment.

Operates a variety of park maintenance equipment such as mowers, tractors, trucks, sprayers, loaders, chain saws, chippers, and related grounds equipment.

Serves on 24-hour call for emergencies or staff problems as needed.

Attends professional meetings and conferences and staff meetings.
Assists with festivals including participating in related planning, preparation, set-up, and evaluation. Occasionally performs duties on weekend and evenings.

Deals directly with the public and maintains a positive relations with visitors while on duty. Maintains knowledge of visitors concerns and complaints.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED, with five (5) years of previous related experience in maintenance and construction. Previous supervisory experience required.

Ability to meet all hiring requirements, including passage of a drug test.

Ability to supervise and direct full time, seasonal work crews and volunteer groups in the performance of maintenance and repair duties, including developing work assignments, preparing monthly work plan, and providing training and corrective instruction.

Thorough knowledge of techniques and accepted practices of construction trades and building and ground maintenance, including knowledge of carpentry, electricity, masonry, and concrete, and of light and heavy equipment operation and maintenance.

Ability to safely operate, protect, maintain and properly train staff on a variety of tools, machinery, and equipment and the proper application of various hazardous materials, including cleaning chemicals, fuels, fertilizers and insecticides.

Possesses a working knowledge of the principles and techniques of budgeting and the ability to effectively administer the departmental budget including but not limited to, making cost effective purchases of building, equipment and property maintenance related equipment and materials.

Computer literacy, including working knowledge of Microsoft Office program.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to maintain accurate records and prepare factual reports.

Ability to provide innovative solutions to the improvement of processes, procedures and the betterment of the department’s facilities.

Ability to draw, design, and interpret project plans and drawings, including blueprints, and ability to perform basic shop mathematics.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to meet all department hiring and retention requirements, and ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
Ability to effectively communicate orally and in writing with co-workers, other County departments, Parks and Recreation Board, community organizations, equipment vendors, volunteers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Ability to competently serve the public with diplomacy and respect.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

Ability to safely operate and maintain assigned equipment, tools, and vehicles, including mowers, tractors, trucks, sprayers, loaders, chain saws, chippers, and related grounds equipment.

Ability to physically perform assigned duties, including sitting/standing for long periods, sitting standing at will, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, reaching, close/far vision, color/depth perception, hearing sounds/communication, handling/grasping/fingering objects, and exposure to normal hazards associated with working outdoors.

Working knowledge of safety procedures related to working with vehicles, heavy equipment, tools, and required chemicals.

Ability to occasionally work extended, evening, and weekend hours, and travel out of town for training and meetings, sometimes overnight.

Ability to serve on 24-hour call for emergencies and respond swiftly and rationally to emergencies from off-duty status.

Possession of or ability to obtain/retain First Aid and CPR certifications.

Possession of a valid Indiana driver’s license.

II. RESPONSIBILITY:

Incumbent determines own priorities and accomplishes duties and assignments according to own schedule. Work is guided but policies which are discussed with supervisor as necessary. Decision and work product are reviewed for overall soundness and judgement, attainment of objectives and compliance with department policies and legal requirements.

Incumbent applies knowledge, is highly motivated and innovative towards non-standard solutions of operation on daily basis with people/locations/plans/layouts and assigned work projects.

Majority of work is reviewed in progress and upon completion to ensure proper adherence to instructions. Errors in work are primarily detected or prevented through supervisory review and instructions from supervisor.

Maintains frequent contact with co-workers, other County departments, other government agencies, vendors, contractors and park visitors to coordinate schedules to provide services needed with satisfaction to those involved. Incumbent is expected to handle on-routine problems and emergencies and possess the ability to proceed with correct procedures.

Incumbent reports directly to the Superintendent.
III. PHYSICAL EFFORT:

Moderate to strenuous physical effort is exerted by incumbent in the operation of equipment, including sitting/standing for long periods, sitting standing at will, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, reaching, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs duties in various work environments, including office, garage/shop and outdoors during all types of weather. Incumbent is exposed to extreme temperatures, inclement weather, coolants, salts, noise from all types of equipment and machinery and perform tasks in high places as required by maintenance tasks. Safety precautions, including the use of protective equipment must be followed at all times to avoid injury to self and others. Incumbent may also be exposed to upset or irate individuals as they are many times the first point of contact for our park patrons.

Incumbent is required to occasionally work extended, evening, and weekend hours, and travel out of town for training, sometimes overnight. Incumbent serves on 24-hour call for department emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Maintenance and Construction Supervisor for the LaPorte County Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes_____ No_____

________________________________________  ______________________
Applicant/Employee Signature                                Date

________________________________________
Type or Print Name