



**Jurupa Area Recreation and Park District  
Park Maintenance Manager Job Description**

**Job Description:**

**Job Title:** Park Maintenance Manager  
**Department:** Maintenance  
**Reports To:** General Manager  
**FLSA Status:** Exempt  
**Approved By:** Board of Directors  
**Approved Date:** December 13, 2018  
**Pay Range:** \$58,760.00 - \$71,593.35 Annually

**SUMMARY**

Under general supervision of the General Manager, to plan, organize, supervise, and participate in the maintenance, repair, and construction of park and recreational area landscapes, hardscapes, buildings, equipment, park amenities, trails, arenas, open spaces, and grounds; to coordinate with outside agencies and the general public; oversee projects and works with vendors and contracts; to supervise daily field operations; provides highly responsible and complex staff assistance to the General Manager and performs related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

Supervise, oversee and direct the daily field operations, maintenance work, including park facilities, grounds and trees.

Provide lead supervision and training to assigned staff.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for park maintenance and construction activities; implement policies and procedures

Arrange for and schedule appropriate equipment, materials and personnel necessary for the installation, maintenance and repairs of park facilities; maintain daily records of equipment, personnel and materials used for each maintenance or repair project.

Supervises and perform painting and performing structural repairs to masonry, electrical, plumbing, woodwork and furnishings of buildings.

Participates in the installation of sprinkler, park irrigation and other plumbing systems; repairs and maintains automatic sprinkler systems; replace broken lines and risers.

Supervises ground maintenance activities such as mowing lawns, trimming hedges, removing weeds, and ranking and disposing of leaves and refuse.

Requisitions tools, equipment, and supplies.



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Oversees general maintenance to motorized park equipment and keeps schedules and repair records.

Inspects completed work for conformance to plans, specifications, and standards. Studies production schedules and estimates worker hour requirements for completion of job assignment.

Establishes or adjusts work procedures to meet production schedules. Suggests changes in working conditions and use of equipment to increase efficiency of work.

Analyzes and resolves work problems, or assists workers in solving work problems.

Confers with other supervisors to coordinate activities of individual divisions.

Performs Annual Work Performance Evaluations of subordinate employees.

Works on call duty or emergency call out as required.

Will conduct safety meetings with subordinate staff.

File and maintains MSDS (Material Safety Data Sheet).

Conducts and supervises equipment safety inspections and takes appropriate action.

Participates in budget preparation.

May be required to attend regular and/or committee meetings of the board.

Become familiar with and utilize work orders, purchase orders, requisitions, bids and specifications, and all related official documents.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the Maintenance Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommend hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Two years of college or university and two years of supervisory experience with an emphasis on parks and grounds related experience and/or training; or equivalent combination of education and experience.



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### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and interpret plans, drawings and specifications. Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, employees, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, materials quantities and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Maintain a valid California Driver's License and valid auto insurance coverage. Must possess First Aid/CPR (Infant, Child & Adult) certification at time of hire or within 60 days from date of hire. Must be pass background check.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel, reach with hands and arms; climb or balance; talk or hear; and taste or smell. The employee frequently is required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and vibration. The noise level in the work environment is usually moderate.



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### Examples of Duties:

Duties may include, but are not limited to the following:

- Supervises the daily field operation maintenance work, including park facilities, grounds and trees
- Supervises, trains, and assists maintenance employees
- Will conduct safety meetings with subordinate staff
- File and maintains MSDS (Material Safety Data Sheet)
- Interviews and recommends the employment of staff for the maintenance department
- Participates in budget preparation
- Performs annual work performance evaluations of subordinate employees
- Review timesheets for biweekly payroll
- Schedules time off request to insure sufficient staff is available to complete daily tasks
- Work hours must be flexible
- Other duties as assigned by General Manager