Park Maintenance Manager

Branch: Park Maintenance Team
Location: Spartanburg, SC 29301
Department: Spartanburg County Parks Department
Hours: 40; days and hours worked will depend on needs and may include early mornings or late nights.
Days Worked: Monday – Sunday; as needed.
Position Type: Full-Time, Salaried, Exempt
Salary: Range 84; Minimum Starting Salary $_________ annually.

About the Parks Department

The Parks Department maintains, operates and manages selected public parks and recreation facilities in Spartanburg County, including sports fields, picnic areas, playgrounds, recreation centers, trails/greenways and blueways. The department also provides a variety of recreation programs for Spartanburg citizens of all ages and abilities and promotes/supports sports tourism. The award-winning department is dedicated to public safety and quality customer service, achieved through cooperation and teamwork. Parks Department employees are expected to report to work on time, ready to work and to complete assigned duties to the satisfaction of their supervisor and in compliance with County policies and Parks Department procedures. Department employees must also be flexible; employees typically have a primary work assignment, but may also be asked to work in secondary assignments to meet customer demands and take advantage of opportunities to provide new or enhanced recreation programs.

Job Functions

Provide leadership to the Park Maintenance Team by planning, organizing and directing the maintenance, repair and improvement of parks and recreation facilities that are assigned by the Parks and Recreation Director. Works closely with Park Operations Team, Recreation Team and Senior Project Manager to identify and effect required maintenance, repairs and improvements.

Assists in setting park and playground maintenance regulations and procedures and performs routine inspections to ensure the standards are being met.

Works closely with Park Operations Team to ensure a high quality of maintenance, scheduled in accordance for tournaments and other planned activities.
In cooperation with the Senior Project Manager, manages park improvement projects approved in the Capital Improvement Program; implements park and wayfinding signage improvement program; provides support for trail maintenance, as required.

Collects statistical information and prepares reports, as directed. Effectively communicates ideas - both orally and in writing - with community officials, partners, volunteer groups, program participants, and the general public.

Upon own initiative or under the direction of the Parks and Recreation Director, researches and proposes strategies to improve the appearance and function of parks and recreation facilities operated by the Parks Department.

Work is performed both inside and outside, depending on services provided and may take place in uncomfortable conditions such as extreme heat or cold, etc.

Work is performed under the general supervision of the Parks and Recreation Director. Must be able to understand and follow instructions - both oral and written - to work productively in a team environment and to skillfully use tools and equipment related to assignments, according to instructions.

Promotes customer and visitor compliance with all rules, regulations, and safety practices; reports all accidents/injuries and ensures that victims receive proper care.

**Minimum Requirements**

Requires possession of an Associates degree in Horticulture, Sports Turf Management, or a related field, 5-7 years of experience in grounds maintenance and facilities management as well as 3-5 years of supervisory experience in a local government parks and recreation department. Must have thorough knowledge of: local, state and federal regulations related to maintenance of parks and recreation facilities; the practices, equipment, tools and materials used in park maintenance; practices for general facilities repair and maintenance as well as forestry, landscaping, and horticulture with a strong emphasis on sports turf management and basic principles of civil engineering as applied to parks facilities. Also requires possession of or ability to obtain within six months, a Parks and Recreation Professional Certificate as well as certification as a playground safety inspection. Requires proficiency with Microsoft Office software applications.

Must possess or must be able to obtain certifications in American Red Cross CPR, First Aid, Bloodborne Pathogens and other certifications, as directed, within 6 months of hire.

Finalists must successfully pass pre-employment screening processes, including: drug screen, criminal background check, possession of a S.C. Drivers License and clean driving record.