

Job Description (01/26/18)

Job Title: Superintendent of Maintenance

Department: Maintenance

Supervisor: Executive Director

Summary

Directs and coordinates activities of workers engaged in repair, maintenance, and installation of machines, tools, and equipment, and in maintenance of buildings, grounds, and utility systems of mill, industrial plant, or other establishment by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Follow and enforces all state, county, and park district laws, regulations, and policies
- Must follow, administer and implement Macomb Park District policies and procedures.
- Reviews production, quality control, and maintenance reports to plan and modify maintenance activities.
- Inspects operating machines and equipment for compliance with operational standards.
- Plans, develops, and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials.
- Reviews new product plans and discusses equipment needs and modifications with Executive Director.
- Directs training and instruction of workers to improve work performance and familiarize workers with company policies and procedures.
- Deliberates with management personnel to resolve maintenance problems and recommend measures to improve operations and conditions of equipment, facilities, etc.
- Develops department budget requests and monitors expenditure of funds in budget.
- Other relevant duties include but are not limited to:

Responsible For:

- Turf Maintenance
- Tree Maintenance
- Scheduled Ball Field Set Up
- Sports field maintenance
- Park Landscaping
- Playground Maintenance
- Trail Maintenance
- Facility Maintenance and Upkeep
- Supervision of Custodial Duties

Assist With:

- Event Set Up
- Facility Promotional Signage
- Equipment Rental Maintenance
- Vehicle Repairs

Supervisory Responsibilities

Directly supervises 5 to 10 employees in the Maintenance Department. Responsibilities include interviewing, hiring, training, and evaluating employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; supervision of all parks; facility and maintenance operations.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Problem Solving - Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; develop big picture mentality through collaboration with various departments in district.

Performance Coaching - Defines responsibilities and expectations; gives performance feedback; motivates for increased results; encourages training and development.

Delegation - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities.

Managing People - Takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; fosters quality focus in others; improves processes, products and services.

Cost Consciousness - Works within approved budget; develops and implements cost saving measures; conserves organizational resources.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions ; uses equipment and materials properly.

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

Three years experience and/or training in related field; or equivalent combination of education and experience. Related Fields include, but are not limited to, automotive, construction, turf, sports, landscaping, etc.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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

Current Driver's Licenses, Adult/Child CPR & First Aid

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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

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 outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Job Salary:

\$42,000 – \$60,000