

## Shelbyville/Shelby County Parks & Recreation

### Position Description

**Position Title:** Assistant Maintenance Supervisor  
**Position Reports To:** Maintenance Supervisor  
**Division:** Parks & Recreation

#### STATEMENT OF AUTHORITY:

Authority of this position is delegated by the Director of Parks and Recreation and the Maintenance Supervisor. The Director of Parks and Recreation makes appointment to this position.

#### SUMMARY STATEMENT:

This position provides assistance to the Maintenance Supervisor in the areas of ground and building maintenance of all Parks and Recreation facilities under the operation of the Parks Board. This position is responsible for covering maintenance details if and when the Maintenance Supervisor is unable to work. Shall also oversee the custodial area of the FAC and outside buildings.

#### MINIMUM QUALIFICATIONS:

Must have a high school diploma or GED supplemented by specialized training and/or two (2) years experience. Should have good common sense and have good general knowledge of small engine repair, tractor & machinery repair, basic electrical work, basic carpentry and plumbing abilities. Position requires a person who is self-motivated and willing to work in excess of 40 hours per week, and should be in good health. Position also requires confidentiality, accuracy, firmness, tact, courtesy, resourcefulness, diplomacy, dependability, and neatness.

#### NATURE & SCOPE:

Under the general supervision of the Maintenance Supervisor, performs the following functions:

- Assists in the performance of a variety of tasks relating to installation, repair and maintenance work in park development and maintenance of park structures.
- Assists in the more skilled work in the planting, propagation, cultivation, care and treatment of shrubs, flowers, and lawns.
- Assists with cleaning of parks buildings and grounds.
- Assists with the layout, digging, and installation of sprinkler systems.
- Assists in the building of forms and the mixing, pouring, and finishing of concrete for such projects as play areas and sidewalks.
- Reads blueprints and estimates materials needed.
- Assists with the repair and maintenance of doors, windows, locks, flooring, roofs, and minor plumbing.
- Assists and instructs in the use and care of power driven and hand tools used in the work.
- Operates trucks and tractors as required.
- Attends meetings and conferences as required.
- Assists in the maintenance and upkeep of ball fields.
- Helps with special events such as the 4<sup>th</sup> of July as needed.
- Assists with the maintenance of all mowers and equipment.
- Assure that the FAC is maintained by custodians as expected. See that custodians schedule is done correctly and covered.
- See that the outside restrooms and shelters are properly maintained.

- Takes over maintenance supervision when the Maintenance Supervisor is absent.
- Helps in any way needed to insure a properly operated parks system.

**ACCOUNTABILITY:** This position is responsible to the Maintenance Supervisor and the Director of Parks & Recreation

**SALARY RANGE:** \$25,000 - \$35,000 plus individual health insurance, CERS retirement, life insurance policy