



**CITY OF ISLE OF PALMS
PARKS & GROUNDS MAINTENANCE SUPERVISOR
STARTING SALARY to MIDRANGE: \$52,430-\$62,920**

What if ONE opportunity could change your life? Apply now!

The City of Isle of Palms is accepting applications for the position of Parks & Grounds Maintenance Supervisor. The Supervisor will be responsible for but not limited to preparing and maintaining the grounds, ballfields, parks & playgrounds. Scheduling and coordinating the preparation of athletic fields with scheduled games and activities. Must be physically able to operate a variety of equipment ie., tractors, mowers, and a variety of automated office machines. Must be able to lift, carry, push, pull or otherwise move objects. Must be able to lift and/or carry weights of ten to fifty pounds.

Applicants must meet the minimum requirements to perform the job:

- High school diploma or equivalent
- Five (5) years of related experience; and
Or equivalent education and/or experience.
- Possession of valid South Carolina driver's license.
- Certified Pesticide Applicator's license is preferred.
- Pre-employment physical and drug test
- Background and driver's license check
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Apply on-line at IOP.net [Online Application for Employment \(cognitofirms.com\)](http://cognitofirms.com)

Applications will be accepted until filled.

EOE

Job Description below.



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Parks and Grounds Maintenance Supervisor
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Department: Recreation
Pay Grade: G05
FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this position is to plan, direct, organize, develop and supervise the activities of maintenance and improvement of parks, city grounds, recreation grounds; maintaining buildings, structures, play equipment, picnic areas, basketball courts, tennis courts and other grounds associated with the Recreation Department..

ESSENTIAL JOB FUNCTIONS:

- Performs the maintenance of the recreational facilities, athletic fields, irrigation systems and grounds on a routine basis.
- Maintains buildings, structures, play equipment, picnic areas, basketball courts, tennis courts, and other grounds associated with the Recreation Department.
- Performs various technical activities such as planning, inspecting, reviewing and accessing playgrounds, recreation buildings, athletic fields and related facilities.
- Prepares public playing fields for use as needed.
- Plans and implements maintenance activities public playing fields to include fertilizing, watering, pesticide application, cultural activities, etc.
- Performs maintenance and housekeeping duties of facilities including sweeping, mopping, repairing leaking bathroom fixtures, painting, dusting, vacuuming and removal of trash.
- Maintains inventory of materials and supplies required for daily operations.
- Conducts minor and preventative maintenance on equipment and vehicles and maintains cleanliness of same.
- Assists with special events, programs and miscellaneous tasks as needed.
- Performs mowing, trimming, edging, pruning, pest control, seeding, aerification, fertilization, removal of debris and other grounds maintenance/landscaping activities as required.
- Plans and organizes scheduling of duties to be assigned to subordinate staff on a daily, weekly, and monthly basis.
- Keep staff informed of upcoming events, matters and information pertaining to all city activities and events.

- Ensures that staff knows what is expected of them and regularly and appropriately informs them of all City and department matters affecting them and/or of concern to them.
- Performs data entry of invoices into accounts payable software, along with maintaining records of services and goods received.
- Maintains and develops relationships with past, present, and future vendors municipalities, and local businesses.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Five (5) years of related experience; and
- Or equivalent education and/or experience.
- Possession of valid South Carolina driver's license.
- Certified Pesticide Applicator's license is preferred.

Knowledge, Skills and Abilities:

- Knowledge of tools and work procedures utilized in maintenance, repair and installation of equipment.
- Knowledge of landscaping design/methods, plant science and parks & grounds maintenance and the equipment and supplies associated with such.
- Knowledge of the fundamentals of job safety and risk management and be able to hold safety seminars for employees.
- Skilled in written and oral communication.
- Ability to deal effectively with subordinates and the general public.
- Ability to perform vigorous physical activity.
- Ability to solve problems with equipment, personnel or other conditions which may affect or impede the ability to provide public service.
- Ability to interpret a variety of written and oral instructions.
- Ability to stay well versed in the materials, supplies, tools and equipment used for maintenance and repairs.
- Ability to operate an automobile, tractor, mowers, a variety of gardening and lawn maintenance tools and equipment.
- Ability to operate a variety of automated office machines including a copier, printer, computer, calculator, etc.

PHYSICAL DEMANDS:

The physical demands consist of medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The incumbent must have the ability to balance while maintaining body equilibrium; climb, crawl, and crouch by bending the body downward; use hands and fingers to feel, grasp, and handle; hear by perceiving the nature of sounds at normal speaking levels; kneel by bending legs to come to a rest; mental acuity; use hands and arms to lift, pull, push, and reach; make repetitive motions; speak and talk, stand, walk, and stoop; and use visual acuity by viewing things including color, depth perception, and field vision.

WORK ENVIRONMENT:

Work is typically performed in a variety of daily environmental conditions, both indoors and mostly outdoors, with exposure to wide and extreme temperature variations including

wetness and/or humidity. Exposure to various industrial hazards may include but not limited to: chemical hazard and electrical hazards.

The City of Isle of Palms has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date