

REDFORD TOWNSHIP EMPLOYEES' CIVIL SERVICE COMMISSION

15145 BEECH DALY ROAD
REDFORD, MICHIGAN 48239
(313) 387-2760
FAX (313) 387-2711
www.redfordtwp.com

PERSONNEL DIRECTOR
Derrick Washington

PARKS MAINTENANCE SUPERVISOR

The Charter Township of Redford Employees' Civil Service Commission is accepting applications for full-time **PARKS MAINTENANCE SUPERVISOR**

SALARY: \$49,500 - \$61,819 DOQ, plus excellent partial paid benefits including health insurance, defined benefit pension, **paid vacation, paid sick leave, and 13 paid holidays.**

Only completed applications will be considered for the position. Resumes in lieu of an application will **NOT** be considered. Apply in person from 9:00 AM to 4:00 PM or you may download our application from our website at: <https://form.jotform.com/210665602638052> and submit it.

Or you may scan the completed application and email to personnel@redfordtwp.com
(Faxes will NOT be accepted)

AMONG THE REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree in Park and Resource Management, Turf Management or similar program of study from an accredited college or university or equivalent combination of education and experience necessary. Minimum of (3-5) years of increasing responsibility & supervision in Parks and Maintenance/Facility Maintenance. Must possess a familiarity of basic park and recreation layout, design, safety and security features; including maintenance, remodeling and design improvement; Knowledge of parks Maintenance & ball field maintenance practices. Experience using or developing office procedures, including computers and applicable software applications, including but not limited to: Microsoft Office.

NOTE: A copy of your diploma, high school transcripts or G.E.D. must be presented if you are invited to interview.

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CLOSING DATE FOR FILING:
UNTIL FILLED

REDFORD TOWNSHIP

Parks Maintenance Supervisor

DEPARTMENT: Leisure Services **REPORTS TO:** Leisure Services Director

GENERAL DESCRIPTION:

Under the supervision of the Leisure Services Director this employee will provide administrative leadership to customers and staff. They will assist in planning, developing, promoting, implementing and overseeing parks maintenance designed to meet the needs of the community as well as assist with various projects/assignments related to Township Parks and activities. Evening and weekend hours are required.

EXAMPLES OF WORK:

Reviews, analyzes and recommend plans for the improvement of township park facilities to the Leisure Services Director or designee;

Develops and presents proposals for consideration; coordinates and supervises installation of materials, supplies and materials associated with recommendations;

Oversees operation of full time, part time and seasonal parks maintenance staff, including maintaining overtime logs. Serves as coordinator and lead worker in assigning and performing tasks and duties associated with the daily maintenance of Township parks facilities;

Orders and purchases maintenance supplies and materials;

Works with Township mechanics on the upkeep and maintenance of all Parks equipment and vehicles;

Prepares periodic reports; keeps and maintains records and logs of maintenance and repairs;

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the maintenance field; incorporates new developments as appropriate into parks;

Performs other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Education:

Graduation from an accredited college or university with a Bachelor's degree in Park and Resource Management. Turf Management or similar program of study from an accredited college or university or equivalent combination of education and experience necessary.

Experience:

Minimum of (3-5) years of increasing responsibility & supervision in Parks Maintenance/Facility Maintenance.

Must possess a working knowledge of common recreational and social needs of various groups of people.

Must possess a familiarity of basic park and recreation layout, design, safety and security features; including maintenance, remodeling and design improvement;

Knowledge of parks Maintenance & ball field maintenance practices

Experience using or developing office procedures, including computers and applicable software applications, including but not limited to: Microsoft Office.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in outdoor environment. Work includes travel to different locations and employee may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including slippery and uneven surfaces and may be required to work extended hours including evenings and weekends.

May face exposure to pesticides and herbicides

May be required to work with or around heavy construction equipment

Physically, functions require sufficient physical ability and mobility to work outdoors and in a recreational facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of computer keyboard; to operate cleaning equipment and machines; to travel to other recreation sites; and to verbally communicate to exchange information.

LICENSE OR CERTIFICATE:

Possess and maintain valid driver's license with five or fewer points; CDL preferred.

Possession of, or ability to obtain within the first year, an appropriate, valid C.P.R./AED Certificate and Basic First Aid.

Possession of, or ability to obtain within the first year, Playground Safety Inspector Certification

Possession of, or ability to obtain within the first year, a Michigan Department of Agriculture Pesticide Applicator's License.