



TOWN OF PITTSBORO

Invites applications for the position of:

Parks & Grounds Superintendent

An Equal Opportunity Employer

HIRING SALARY	\$46,085 – 58,758 Annually (Anticipated Hiring Range)
CLOSING DATE	Open Until Filled
POSITION TYPE	Full-Time
DEPARTMENT	Parks & Recreation
FSLA Status	Non-Exempt

SUMMARY

Under the leadership of the Director of Parks & Recreation, the Parks & Grounds Superintendent performs complex professional and administrative work in all aspects of planning, development, construction, and operation of the Town's park and recreation facilities. Work includes planning, organizing, and supervising the daily operation and maintenance of the park facilities. Please note: *This is a working supervisor position with the successful candidate providing guidance in more difficult tasks and establishing work priorities based on departmental and citizen's needs.*

ESSENTIAL JOB FUNCTIONS

- Coordinates the ornamental and routine landscaping for all Town facilities and property.
- Supervises and oversees the operation of the Town parks and facilities.
- Performs grounds maintenance for sports turf including but not limited to ensuring cleanliness of grounds, preparing playing fields for activities by lining, mowing, etc., and general maintenance activities.
- Coordinates the construction, maintenance, and repair of parks and recreation areas, equipment and facilities with external contracts as well as other Town personnel as needed.
- Supervises the work of assigned staff; provides guidance and training; performs various personnel functions including performance appraisal, counseling, employee selection, disciplinary actions, etc.
- Assists in developing goals and objectives, costs allocation, and strategies addressing the need for recreation facilities and plans for the establishment of the facilities. Makes recommendations and provides data for budget justification.
- Provides hands on assistance as needed with programs and programs set ups.
- Prepares financial reports and maintains records of material, work hours, equipment, and operating costs. Prepares purchase orders and materials and supply requisitions.
- Develop comprehensive preventative maintenance and monitoring program.
- Performs other duties as assigned.

KNOWLEDGE AND QUALIFICATIONS

- Comprehensive knowledge of community parks and recreational facilities and their operation and administration.
- Knowledge of landscape architecture and general construction.
- Knowledge of spraying and fertilization programs.
- Knowledge of turf management with cool season grass vs. warm season grass.

- Ability to work in a team environment and effectively manage and supervise employees.
- Ability to establish and maintain effective working relationships with contractors, Town employees, outside Town agencies and organizations, and the general public.
- Ability to analyze information and make recommendations.

EDUCATION AND EXPERIENCE

- Associates Degree preferred in Parks Facility Management and/or Turf Management- will consider landscaping experience.
- NC Pesticides license required or ability to gain license within six months.
- Playground Safety Inspector Certificate and Aquatic Facility Operator's Certificate are desirable.
- At least five (5) years of increasingly responsible experience in landscape and building maintenance, crafts work or athletic field experience including at least three (3) years of supervisory experience preferred; or an equivalent combination of education and experience.

POSITION TYPE/EXPECTED WORK HOURS

- This is a full-time position. Position may require after hours support and maintenance responsibilities and occasional weekend work.

ADDITIONAL INFORMATION

- Interested applicants must submit a completed online application to be considered.
- This is a continuous recruitment; review of applications will begin immediately. Prompt application is highly encouraged. Recruitment will close without notice when enough qualified applications are received or all hiring decisions have been made.
- Successful candidates will be subject to a background check and drug screening.
- Applications are available on the Town's website at <https://pittsboronc.gov>
- Mail applications and resumes to the Katy Keller at P.O. Box 759, Pittsboro, NC 27312, or email to kkeller@pittsboronc.gov