



Parks Maintenance Supervisor

Department: Parks, Cultural, Natural Resources

Pay Grade: 14

FLSA Designation: Non-Exempt

Effective Date: 05/2025

Job Summary

The Parks Maintenance Supervisor executes and coordinates a variety of diverse maintenance, grounds and housekeeping tasks associated with parks resource management and services for Parks, Cultural and Natural Resources. The position is under the direct supervision of the Outdoor Recreation Planner, with considerable latitude is allowed for independent judgment and initiative. The principal duties of the position are performed in an outdoor environment and in public buildings.

Key Responsibilities

- **Grounds & Housekeeping Management:**

- Implements and supervises day-to-day maintenance operations, housecleaning and grounds keeping of assigned parks, buildings, resources and trails
- Supervises part-time, seasonal, temporary and volunteer employees in coordination with other full-time staff
- Supervises external consultants, contractors, and construction projects operating on parks lands and facilities as needed
- Supervises and assists with equipment and facility maintenance and construction including carpentry, plumbing, and electrical
- Prepares and maintains records, documents, logs, and related operational, use, incident, and maintenance documentation
- Coordinates and supervises camp-hosts at assigned locations and assists with user-fee collections at assigned parks

- **Budget & Inventory Control:**

- Communicates timelines, needs (equipment & personnel) and expectations with Facilities Department as needed to ensure quality maintenance of county park locations
- Research and purchase janitorial, and maintenance supplies and materials; tracks inventory
- Tracks and manages expenditures to ensure budgetary compliance

- **Safety & Risk Management:**

- Ensures facilities and grounds are maintained to provide for quality visitor experience and safe access to recreational opportunities such as but not limited to camping, hiking, boating, and fishing
- Communicates and coordinates regularly with others to maximize the effectiveness, efficiency, and safety of interdepartmental operations and activities
- Conducts safety and risk management checks of assigned county parks locations and facilities; tracks, reports, addresses issues of concern, and implements corrective action for hazardous conditions
- Implements and supervises Safety Risk Management including fire extinguisher checks, Materials Safety Data Sheets (MSDS) updates, and first aid kits
- Implements Wildfire Risk Management including fire restriction signs, fire pit checks, defensible space barriers, fine fuel removal, and chemical application

- **Rule Enforcement:**

- Works with local and partner law enforcement agencies to give warnings and report infractions, legal activity and concerning behaviors
- Patrols parks to protect and preserve cultural, natural, and recreational resources from vandalism, theft, and abuse, paying special attention to archaeological resources
- Provides information and direction to visitors and the public regarding park facilities, rules, regulations, and general educational and recreational information

- **Other Duties:**

- Prepares, writes, updates and maintains departmental policies and procedures manuals
- Assists with supervising grant project implementation, compliance and reporting
- Performs all work duties and activities in accordance with county policies, procedures, and safety practices
- Assists with search, rescue, and recovery operations as needed under the direction of trained enforcement staff and agencies
- Other duties as assigned

Qualifications

Skills and Abilities

- Methods, techniques, philosophy, and objectives of developing, managing, and operating park facilities and grounds
- Considerable knowledge to identify and care for plants
- Effective and best practice methods of safe and effective weed control, fine fuel reduction, and defensible space
- Operate standard office equipment and a personal computer
- Communicate effectively, verbally and in writing
- Maintain and organize records
- Maintain and organize workspaces and equipment
- Work independently

Special Qualifications

- Idaho driver's license
- Experience performing basic construction and building maintenance
- Experience operating and maintaining vehicles/equipment
- Successfully complete a background investigation
- Available for after hours on-call response to emergency situations
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Education and Experience

- High School Diploma or GED equivalency
- Associate's degree in horticulture, landscape or natural resources management, park maintenance or related field preferred
- Two years' experience in landscape or parks maintenance or related field preferred

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone, by two-way radio, and in person
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to review, evaluate, and prepare a variety of written documents and materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a motor vehicle, light and heavy equipment, tools, standard office equipment, including a personal computer, and adjust equipment
- Sufficient personal mobility, strength, stamina, and agility, with or without reasonable accommodation, which permits the employee to perform maintenance duties, stand for long periods of time, lift to 50 pounds, and work in an office and park environment

Disclaimer:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

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