

**Washington Township  
Parks and Recreation Department  
311 Production Dr.  
Avon, IN 46123  
317-745-0785  
[www.washingtontwpparks.org](http://www.washingtontwpparks.org)**



**Job Title: Maintenance Superintendent**  
**Immediate Supervisor: Parks Director**  
**Work Schedule: Full-Time (not to exceed 40 hours a week), Monday-Friday 7am-3:30pm  
Sept. – April & Monday-Friday 6am – 2:30pm May – August Weekend  
and evening work may occasionally be required. This position will be on  
call 24hrs a day.**  
**Salary: \$45,000 - \$65,000/Salary**  
**FSLA Overtime Status: Exempt**

**Purpose of Position:**

The purpose of the Maintenance Superintendent is to work independently to coordinate the daily operations of the Maintenance Department under the supervision of the Park Director. This position requires the employee to be able to manage, schedule, and lead the maintenance staff to maintain the overall look of Washington Township Parks including Pecar Park. The employee must be able to operate machinery and work outside for long periods of time in hot and cold conditions.

**Responsibilities:**

- Manage the delegation of daily tasks for all Maintenance staff members
- Supervise, Schedule, & Lead the entire maintenance department.
- Manage the Maintenance Department inventory with purchasing responsibilities to maintain an adequate supply of equipment and materials
- Work with the Park Director to determine potential park projects.
- This position will require the Maintenance Superintendent to be on call 24 hours a day.
- Assist the maintenance staff with daily operations to maintain all park properties, cemeteries, and the Government Center front lawn.
- Scheduling staff to maintain noxious weeds for the Township as designated by the Park Director.
- Assist the Township Staff in scheduling visits for noxious and invasive weeds.

- Knowledge of budgetary Planning & ability to work within budgetary constraints/assist with creating the yearly budget.
- Responsible for trail and pond maintenance.
- Interviewing and hiring for open positions in the maintenance department.
- Ability to effectively communicate, organize, and multitask with little supervision.
- The ability to provide technical support to maintenance staff.
- Plans, schedules, coordinates, and presents training sessions for employee development.
- Acting as the park Project Manager for consultants, ensuring work is completed in a timely and cost-effective manner.
- Creates an environment where maintenance employees feel empowered and collaborative problem solving is encouraged.
- Establish and implement procedures and standards for the efficient and effective operation of the maintenance department.
- Other duties as assigned by Park Director/ Ast. Park Director

**Minimum Qualifications:**

- High School diploma or GED equivalent
- At least 5 years' experience in park maintenance or a related field
- Experience in managing a group of peers.
- A certified Playground Safety Inspector Certificate or the willingness and ability to attain one within 6 months after being hired.
- An Aquatics Facility Operator certification or the ability to attain one within 6 months.
- A Certified Parks and Recreation Professional Certification
- Work Zone Safety Certification within 90 days of employment
- Knowledge of landscaping, special projects, plumbing, electricity, carpentry, and project management
- Must obtain and submit criminal history background check and drug screening.
- Working knowledge of principles and procedures in the design, construction, and maintenance of public parks and facilities
- Help coordinating Events.
- Ability to guide, direct, and motivate a group of individuals

- Experience with zero turn mowers and weed-eating preferred
- Must be able to work in inclement weather conditions with exposure to the elements
- Must be able to move heavy objects (up to 50 pounds) short distances.
- Must know proper use of hand tools such as hammers, wrenches, picks, shovels, spades, rakes, loppers, saws and similar tools
- Must be able to communicate with co-workers and the general public in a one-on-one setting
- Willingness to work a flexible schedule including but not limited to weekdays, evenings and weekends
- Reliable transportation to and from worksite
- Valid driver's license.
- Basic Microsoft skills

## Signatures

This job description has been approved by:

\_\_\_\_\_, Human Resources

\_\_\_\_\_, Trustee

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_, Employee      Date: \_\_\_\_\_