



Job Title:	Recreation Grounds Maintenance Supervisor		
Department/Group:	Recreation	Supervisor:	Recreation Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$18.88 - \$28.00 hr.	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Recreation Grounds Maintenance Supervisor Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
<u>ROLE AND RESPONSIBILITIES</u> Under the direction of the Recreation Director, this position is responsible for maintaining athletic fields, City grounds and parks, beautification efforts, as well as directing and supervising the Grounds Maintenance Worker I position. Description of the roles and responsibilities. Including: <ul style="list-style-type: none"> • Works as a member of staff engaged in the maintenance, repair and improvement of parks, grounds, athletics fields and/or general park areas. • Repairs and maintains athletic fields, park areas and buildings. Performs, as necessary, minor building, custodial, repair, and maintenance work. • Mows, edges, blows, waters, weeds, aerates, and fertilizes designated athletic fields, parks and grounds. • Operates and performs preventative maintenance and general repair of maintenance groundskeeping equipment including but not limited to, mowers, chain saws, tractors, small power equipment and similar equipment. • Measures, lays out and lines athletic fields and courts to prescribed standards. • Prepares fields and courts for play. Inspects for safety and maintenance needs. Completes appropriate inspections and maintenance paperwork. • Helps repair pipes, sprinkler heads, and irrigation repairs as necessary. • Collects trash, debris, and garbage as necessary. • Other similar duties as assigned. 			
<u>KNOWLEDGE, SKILLS, AND ABILITIES</u>			



- General knowledge of the methods, materials, and practices used in parks and grounds, golf course, clay/turf athletic field and courts, and general park area maintenance;
- General knowledge of the equipment used to maintain parks and grounds, golf course, clay/turf athletic fields or general park area and its safe operation;
- Ability to establish and maintain effective working relationships with associates, patrons, and the general public;
- Skilled in the operation of parks and grounds, golf course, clay/turf athletic fields and courts and general park area maintenance equipment;
- General knowledge of the tools, materials, and equipment used in general maintenance work;
- General knowledge of safety precautions applicable to the duties of the class;
- Ability to understand and follow oral and written directions;
- Ability to use common hand tools;
- Ability to operate simple machinery; and
- Ability to perform manual labor for extended periods.
- Ability to compose and send e-mail and basic computer skills to prepare evaluations.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Valid State of Florida driver's license.
- High school graduate or GED.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Skill in use of small hand and power tools, including mowers, edger's, weed eaters, weed diggers, shovels, rakes, brooms, blowers, pitchforks, hoses, chain saws and power pruners.
- Ability to work in adverse weather conditions.
- A working knowledge of safety precautions.
- Ability to work a flexible schedule that includes late nights and weekends.
- Ability to work occasional overtime and civil defense recall if required.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application form.



All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator
300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	