



MAINTENANCE SUPERVISOR

Reports to: Executive Director and/or designated supervisor

Department: Parks/Recreation

NAME: _____

Date: _____ **Approved:** _____

GENERAL PURPOSE OF THE POSITION

The Reading Recreation Commission Maintenance Supervisor performs skilled and semi-skilled maintenance, landscaping, custodial, groundskeeping, and facility management duties for the Reading Recreation Commission "Commission". The position is responsible for the general upkeep, cleanliness, safety, preparation, and operational readiness of Commission parks, athletic fields, buildings, facilities, and related grounds.

In addition to routine maintenance responsibilities, the Maintenance Supervisor assists with the scheduling and coordination of athletic fields and facilities and serves as primary operational contact for community groups, sports organizations, leagues, schools, and other authorized users of Commission parks and facilities. The position coordinates with Commission staff, community groups, facility users, and the City of Reading Public Works Department to support the safe, efficient, and appropriate use and maintenance of Commission properties.

The position requires the ability to perform physical labor, operate a variety of maintenance and landscaping equipment, respond to changing operational needs, maintain accurate schedules and records, and work cooperatively and professionally with staff, community organizations, program participants, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative of the position and are performed on an ongoing basis:

- Perform and oversee the general maintenance, upkeep, cleanliness, and operational readiness of Commission parks, athletic fields, playgrounds, buildings, facilities, and grounds.
- Groom, prepare, line, inspect, and maintain athletic fields and ballfields for practices, games, tournaments, leagues, and other scheduled activities.
- Assist with the scheduling and coordination of athletic fields, courts, facilities, rentals, programs, tournaments, and special events, and maintain accurate facility-use schedules.
- Serve as an operational contact for community groups, sports organizations, leagues, schools, and other authorized facility users regarding scheduling, access, field preparation, facility conditions, cleanup, and operational needs.
- Conduct routine inspections of parks, facilities, athletic fields, playgrounds, and grounds, identify maintenance or safety concerns, and coordinate or report necessary repairs and corrective action.
- Perform routine maintenance, custodial, landscaping, groundskeeping, and minor repair work using appropriate vehicles, tools, machinery, and equipment.
- Coordinate maintenance activities, work orders, and facility preparation with Commission staff, the City of Reading Public Works Department, contractors, and other appropriate parties.
- Supervise and direct assigned community service workers and seasonal or temporary personnel, and assist with community cleanup and maintenance projects.
- Maintain appropriate records and inventories related to maintenance activities, work orders, field preparation, facility use, equipment, supplies, and other assigned responsibilities.
- Support the safe and appropriate use of Commission facilities by communicating and enforcing applicable policies and procedures, responding to operational issues, and performing other related duties as assigned.
- Perform other special tasks, projects, and related duties as assigned by the Executive Director or designated supervisor.

The preceding examples are representative of the assignments performed by the position and are not intended to be all-inclusive.

REQUIREMENTS OF WORK

- Demonstrated ability to perform maintenance, custodial, landscaping, groundskeeping, and general labor duties.
- Knowledge of maintenance, custodial, landscaping, groundskeeping, and athletic field maintenance practices, methods, tools, and equipment.
- Ability to groom, prepare, maintain, and assess athletic fields, parks, recreational facilities, buildings, and grounds.
- Ability to safely operate trucks, tractors, landscaping equipment, power tools, and other maintenance equipment required for the position.
- Ability to organize and prioritize multiple maintenance, scheduling, facility-use, and operational responsibilities and maintain accurate records.
- Ability to communicate effectively and professionally with staff, community organizations, sports leagues, contractors, facility users, and the public.
- Ability to exercise sound judgment and respond appropriately to maintenance issues, scheduling conflicts, safety concerns, emergencies, and changing operational needs.
- Ability to supervise and direct assigned personnel and work cooperatively with Commission staff and other individuals involved in facility operations.
- Ability to work a flexible schedule, including evenings, weekends, holidays, and special events, as required.
- Ability to obtain and maintain any required certifications, licenses, or training applicable to assigned duties.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.
- Three (3) to five (5) years of responsible experience in nonprofit, municipal, school district, parks and recreation, facilities maintenance, facility management, or a related environment required.
- Demonstrated experience grooming, preparing, and maintaining athletic fields and ballfields required.

- Experience operating landscaping, groundskeeping, maintenance, custodial, and other departmental equipment required.
- Experience working with community organizations, sports leagues, schools, facility users, contractors, or the public preferred.
- Previous supervisory experience preferred.
- Bachelor's degree in Recreation and Parks, Sports Management, Parks and Recreation Administration, Facility Management, or a closely related field preferred.
- Must be at least eighteen (18) years of age.
- Valid Pennsylvania driver's license required.

PHYSICAL REQUIREMENTS

- Ability to perform physical labor and manual tasks for extended periods.
- Ability to lift and carry items weighing up to fifty (50) pounds.
- Ability to bend, stoop, kneel, climb, reach, push, pull, and work in confined or physically demanding spaces as required.
- Ability to stand and walk for extended periods.
- Ability to work outdoors for extended periods in varied weather conditions.
- Ability to safely operate and work around maintenance, landscaping, custodial, and power equipment.
- Ability to perform duties requiring repetitive movements and physical exertion.

MANDATED REPORTER REQUIREMENT

This position is designated as a **Mandated Reporter**. Individuals serving in this position may have regular contact with children and youth through Commission programs, athletic activities, community organizations, facility users, and other recreational activities. The employee is legally required to report suspected child abuse or neglect in accordance with applicable Pennsylvania laws and regulations.

Completion of required mandated reporter training is required before the commencement of employment and/or within any timeframe established by applicable law or Commission policy. Any required report should be made to the appropriate authorities in accordance with applicable law and shall be communicated immediately to the Executive Director or designated supervisor in accordance with Commission policy.

BACKGROUND CLEARANCES AND CONDITIONS OF EMPLOYMENT

All offers of employment are contingent upon successful completion of all required background clearances and employment requirements, which may include Pennsylvania State Police Criminal History, Pennsylvania ChildLine, and FBI fingerprinting clearances, as applicable.

The employee is required to comply with all applicable federal, state, and local laws; Reading Recreation Commission policies and procedures; facility-use requirements; safety regulations; and other rules governing the operation and use of the City of Reading, Reading School District—or Reading Recreation Commission parks, facilities, and equipment.

For additional information regarding this position, please get in touch with 610-655-6201.

The Reading Recreation Commission is an **Equal Opportunity Employer (E/O/E)**.