**Park Maintenance Supervisor**

**Learn more about the City of Edmond by visiting the**[**City of Edmond's website.**](https://www.edmondok.gov/)

**Starting Salary: $64,912**–**$81,319** (depending on experience)

**This is a Safety Sensitive Position.**

To increase your chances of being considered for the position, please submit a resume, cover letter, or other document explaining your work history, experience, and qualifications OR you can fill out your Work History in this application.

**About this Position**

The Park Maintenance Supervisor performs supervisory work in the field of maintenance of parks, medians, cemetery, athletic fields, and public grounds. They are responsible for supervising, assigning work, and participating in the work itself. Work involves responsibility for effective layout, maintenance of work schedules, and giving technical instructions to maintenance workers.

The Park Maintenance Supervisor supervises a large group (14-18) of Park Maintenance, Mitch Park, & Gracelawn Cemetery employees who are engaged in diversified activities. This position operates on a Monday-Friday schedule from 7:00 am to 3:30 pm, although they will need to respond to some evening and weekend calls/call outs.

**Responsibilities**

* Complete administrative duties including writing reports, maintaining records, completing budgets, and other duties as required
* Supervise and participate in all aspects of work involved in grounds maintenance and construction
* Create park field surveys for assigning work
* Assist with contractors and volunteer groups on projects

**Qualifications**

* High school diploma or GED equivalent, plus specialized training equal to two years of college
* 5 years of related experience and/or training
  + **Or** equivalent combination of education and experience
* 2 years of related management experience
  + People **and/or**project management
* Valid Oklahoma Driver's License and a driving record acceptable to the City's insurance carrier

**Necessary Skills**

* Strong verbal and written communication skills
* Ability and willingness to respond to some evening and weekend calls/call outs
* Ability to meet the required physical standards for this position
* Ability to pass extensive background process and pre-employment drug and audio screenings

**Benefits**

* Generous benefits package including health, vision, and dental insurance
* Access to a dedicated [primary care medical clinic](https://www.edmondok.gov/1163/Employee-Health-Clinic) at no cost to employees and covered dependents
* Generous time off, paid holidays, longevity rewards, and retirement benefits
* Paid parental leave
* Potential for bilingual pay
* A tangible impact to the [Parks & Recreation Department](https://www.edmondok.gov/337/Parks-Recreation) and residents in the City of Edmond
* A dynamic and inclusive environment where your contributions are valued

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

The City of Edmond is an equal opportunity employer. Edmond does not discriminate against employees and/or potential employees. Adverse action based upon an applicant’s and/or employee’s race, gender, gender identity, sexual orientation, age, religion, national origin, pregnancy, disability, genetic information, and military service is expressly prohibited. No decision affecting the terms, conditions and/or benefits of employment with the City of Edmond is based upon an individual’s membership in any of the aforementioned protected classes.