

JOB DESCRIPTION

DEPARTMENT: City of Rio Hondo Park Department

JOB TITLE: **Facilities Maintenance /Parks & Recreation Supervisor**

JOB SUMMARY: Primary Responsibilities are in the Parks and Building Facilities of the City of Rio Hondo. Directs a staff of 4 to 5 persons to maintain the parks and buildings of the city in an acceptable manner. Performs all other duties as may be assigned.

Basic Job Description: The successful candidate for Rio Hondo Facilities Maintenance /Parks & Recreation Supervisor will perform the following duties:

- This position will be a member of the Rio Hondo Facilities & Parks Lead Staff Team, responsible for general oversight and all aspects of site management of a newly expanded public park for which significant development is planned in the foreseeable future, including all day-to-day operations, recreational use plans, campgrounds, maintenance of all park facilities such as restrooms, playground equipment and small office area.
- Must have intermediate knowledge of /be able to operate and maintain all park equipment such as tractors, excavators, skid steer, backhoe, zero-turn mower, weed eater, chainsaw, and other equipment.
- Must be knowledgeable in general park operations and management, protocols, safety procedures, maintenance needs and routines, mowing/weed eating and other grounds care, litter pickup, cleaning restrooms, and picnic pavilions, and care of a boat ramp.
- Will also help as needed on varied park projects related to basic park facility management, repairs, public outreach events and interacting with park visitors in a friendly and professional manner.
- Basic familiarity with small engine repair, lawn care, and facility maintenance are required, with additional consideration given to those with backcountry camping, and other outdoor activities/ resource management experience.
- Knowledge and experience in public lands, forestry and/or wildlife and fisheries management practices and resource protection, as well as wildlife, fish and plant species, is strongly preferred.
- Schedules, monitors and/or performs preventative maintenance at City Buildings and Parks.
- Diagnoses problems and repairs in the areas of HVAC, electrical, plumbing, carpentry, dry walling, exterior structural, etc.
- Ensures that all work order requests are responded and completed promptly.

- Provides excellent customer service. This position is ultimately responsible for all customer relations associated with Parks, communications to the public, coordinating campsite and pavilion reservations via computer, phone and in person, coordinating employee timesheets and other management paperwork.
- Provides on-call service when scheduled and performs emergency maintenance work when needed.
- Inspects buildings and grounds to ensure safety and cleanliness, and alerts Management for items that need immediate attention.
- Assists Supervisor/Manager with scheduling and communicating with vendors
- Assists the City Administrator and Assistant City Administrator obtaining bids from outside contractors, as well as oversees contractor work for quality assurance.
- Assists with purchasing maintenance supplies for the property while staying within the planned budget limits.
- Communicates with supervisor regarding the overall maintenance function of the Community.
- This position will also work in conjunction with Public Works Dept maintenance crews and other staff for major projects as needed.
- Position requires basic computer knowledge, such as use of email and Web sites, and ability/willingness to learn campsite reservation software, customer check-in procedure.
- Employee must be willing to work non-traditional schedule, such as weekends, holidays, special events and evenings if needed. Provides on-call service when scheduled and performs emergency maintenance work when needed.
- Comply with all City of Rio Hondo policies such as a uniform dress code, background check, drug test, etc. Complies with all Standards, applicable health and safety rules and regulations, as well as applicable local, state, and federal.
- Other duties may also be assigned by City Administrator & Senior Staff.

Supervisor: This position will report directly to the City Administrator.

Qualifications: High school diploma or G.E.D. required; stronger consideration will be given to those with Park & Facilities Supervisory experience and / or those with at least 3 years of experience working with a parks recreation, facilities maintenance, or public works department, and/or college coursework in parks and recreation, or related field. Five years of previous experience, or related experience is preferred. Valid Texas Drivers License.

Job Type: Full-time

Pay: \$14.00 to 18.00 per hour

Benefits:

- Health insurance
- Retirement Plan TMRS 2-1 at 5%
- Life insurance
- Paid sick time
- Paid time off

Physical Setting:

- Outside Work

Schedule:

- 8 hour Monday to Friday

Experience:

- Customer Service: 1 year (Preferred)
- Microsoft Excel: 1 year (Preferred)
- Supervisory Experience:

Please apply at: City of Rio Hondo

121 N. Arroyo Street

Rio Hondo, TX 78583

956-748-2102

www.riohondo.us (on-line application)

Ben Medina, City Administrator -956-748-2102