



<b>Job Title:</b>	General Maintenance/Playgrounds, Compliance and Safety Supervisor	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Director of Maintenance	<b>Pay Grade:</b>	Maintenance
<b>Dept. /School:</b>	Maintenance Department	<b>Date Revised:</b>	10/26/2011

---

---

**Primary Purpose:**

Organize and direct the operations of the playgrounds, compliance and safety department in order to ensure timely, accurate and cost effective completion of jobs and tasks. Generate, receive prioritize and distribute work orders and preventive maintenance orders to the appropriate crewmembers.

**Qualifications:**

**Education/Certification:**

Valid Texas driver's license  
High school diploma or GED  
Associate degree  
Taken and passed a minimum of three college level safety courses  
National Recreation and Parks Association Certified Playground Safety Inspector  
Texas Certified Integrated Pest Management Coordinator  
American Society of Mechanical Engineers Certified Welder

**Special Knowledge/Skills:**

Strong written and oral communication skills  
Awareness of safety related issues gained through formal training  
Basic knowledge of drafting and design  
General working knowledge of NFPA Life Safety Codes, Americans with Disabilities Act (ADA), Environmental Protection Agency (EPA) regulations and Occupational Safety and Health Association (OSHA) codes  
Knowledge of computer operation systems and programs  
Ability to create read and/or work with blueprints  
Ability to operate heavy equipment, including backhoe, skid loader, front end loader, fork lift, and other heavy equipment  
Ability to perform parking lot striping  
Ability to direct and supervise personnel

**Experience:**

Five years experience in playground, compliance, safety and general maintenance  
Two years supervisory experience

**Major Responsibilities and Duties:**

**General Maintenance, Playgrounds and Compliance:**

1. Assure that all Consumer Product Safety Commission and National Recreation and Parks Association guidelines for playground safety are adhered to. This will include, but not be limited to, supervision and/or performing equipment repair and maintenance, meeting with principals and/or parent teacher organizations as necessary, writing job specifications for contracted work, performing site inspections, evaluation proposed additions, etc.
2. Assure all requirements of the State of Texas for Integrated Pest Management are complied with, including, but not limited to, supervision of pesticide applicators, posting of treatment documents, record keeping, site inspections, submission of required reports to the Texas Structural Pest Control Board, organization and maintenance of related Material Safety Data Sheets, etc.
3. Administration of the daily operations of the district's welding shop, including supervision and training of welder(s) and/or helper(s), setting levels for and purchasing stock, designing, building, and painting projects (trailers, ladder racks, specialty tools, metal buildings, etc.), training of employees in safe and proper use of spray painting equipment (both pneumatic and airless).
4. Estimate cost of repair of special projects including labor, materials, and other related cost.
5. Supervision and/or performance of the removal of graffiti from glass, wood, concrete, brick, metal, etc.
6. Coordinate with other supervisors to endure the continuity of projects involving other maintenance trades.
7. Oversee preventative maintenance schedule for playground equipment.
8. Keep accurate records of time and materials used.
9. Assign priority to work orders and process them, including tracking of labor and material use.
10. Estimate the cost and time required for special projects and order materials.
11. Write and interpret blueprints and plans.
12. Operate skid loader, backhoe, front-end loader, forklift and other heavy equipment, as needed.
13. Conduct monthly employee training meetings.

**Safety:**

14. Instruct assigned personnel on proper and safe use of tools and equipment.
15. Operate tools, equipment, and machinery according to prescribed safety procedures.
16. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
17. Ensure that vehicles, equipment, and tools are in safe operating condition.
18. Have a basic working knowledge of structural design, load bearing and structural capabilities of various construction materials, etc.
19. Inspect and adjust tools and equipment for safety and efficiency.
20. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

**Inventory and Equipment:**

21. Coordinate the storage and use of all equipment, tools, and supplies.
22. Prepare, implement, and maintain preventive maintenance and repair procedures for equipment and tools.
23. Order equipment and supplies and maintain accurate records.
24. Recommend replacement of existing equipment.

25. Conduct annual inventory of physical equipment and supplies.

**Other:**

26. Work irregular hours and respond to after-hours emergency calls as needed.
27. Assist in recruiting, screening, training, and evaluation of employees.
28. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).
29. Other duties as assigned.

**Supervisory Responsibilities:**

Supervise and evaluate helper

**Equipment Used:**

All power tools and hand tools normally associated with welding, woodworking, and graffiti removal (grinders, saws, drills, sanders, pressure washers, sand blasting equipment, etc.) As well as office equipment such as personal computer, printers, copy machine, and fax machine.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Frequent walking, standing, climbing, heavy lifting and carrying, stooping, bending, kneeling, stooping, squatting, and reaching. Work outside and inside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals, loud noises, mechanical and electrical hazards normally associated with welding, carpentry and pest control trades. Occasional work at heights up to 30' above ground. Exposure to slippery and uneven walking surfaces. Frequent district wide travel.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*