Nicholasville-Jessamine County Parks and Recreation

JOB POSTING

Job Title
Parks Maintenance Supervisor - Grounds

Job Number
PMSG-1126

Application Deadline
November 16, 2026

Compensation
Starting pay is $46,571.20

Job Type
Full-time, Exempt.

Schedule
40 hours per week; Monday-Friday with some evening and weekend shifts.

Job Summary
Under the direction of the Parks Maintenance Superintendent, the **Parks Maintenance Supervisor - Grounds** oversees the daily operation of the Parks Maintenance Grounds Crew and coordinates the maintenance of all parks, athletic fields, playgrounds, trails, park facilities, splash pads, aquatic facilities, landscaping, and related grounds. The position is responsible for ensuring that parks and facilities are safe, clean, attractive, and well-maintained through effective supervision, preventative maintenance, project coordination, and staff development.

Immediate Supervisor
Parks Maintenance Superintendent

Essential Job Duties and Responsibilities

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Leadership and Supervision

- Direct, schedule, and oversee daily work activities of the Parks Maintenance Grounds Crew.
- Assist the Superintendent with supervising, training, mentoring, evaluating, and developing maintenance personnel, including corrective actions as needed.
- Assign projects, monitor work quality, and ensure productivity standards are met.
- Enforce departmental policies and operating procedures.

Parks and Grounds Maintenance

- Oversee and participate in the maintenance of parks, athletic fields, playgrounds, trails, landscaped areas, splash pads, aquatic facilities, and park grounds.
- Perform and supervise mowing, trimming, pruning, planting, irrigation, fertilization, weed control, and general landscaping.
- Conduct routine inspections of parks and facilities to identify maintenance needs and safety concerns.
- Coordinate and assist with repairs to playgrounds, shelters, restrooms, signage, fences, sidewalks, parking lots, and other park amenities.
- Help develop and implement preventative maintenance programs for parks, facilities, vehicles, and equipment.

Facilities, Construction, and Recreation Support

- Assist with maintenance, renovation, and construction projects involving park facilities and structures.
- Coordinate with contractors and vendors on maintenance and improvement projects.
- Assist in identifying capital improvement and facility replacement needs.
- Coordinate seasonal operations, including field preparation, splash pad operations, facility openings and closings, and winterization activities.
- Support recreation programs, special events, and community activities through facility preparation, setup, and teardown.

Equipment and Administrative Responsibilities

- Oversee the proper operation, cleanliness, condition, repair, and preventative maintenance of departmental vehicles, equipment, tools, and machinery.

- Maintain inventory of equipment, tools, supplies, and materials.
- Maintain records on paper and electronically related to maintenance activities, inspections, training, safety, and inventory.
- Assist with budgeting, purchasing, work orders, and departmental planning, to include using spreadsheets and an online work order system.
- Respond professionally to citizen inquiries, concerns, and service requests.

Safety and Emergency Response

- Promote and enforce a safe work environment.
- Ensure employees receive required safety training and certifications.
- Participate in emergency operations, including severe weather response, storm cleanup, snow and ice removal, and other emergency situations.
- Serve on-call as assigned and respond to after-hours emergencies involving Parks and Recreation facilities.

Physical Requirements of the Job

- Work is performed both indoors and outdoors year-round.
- Must be able to lift objects up to 50 pounds without assistance.
- Operate vehicles; exposed to machinery and its moving parts; exposed to high places; must use ladders and stairs; exposed to fumes, chemicals and toxic substances.
- Light to medium work that involves walking, standing, crouching, reaching and sitting a minimum of 7 hours a day, and also involves exerting 26-50 pounds of force on a regular and recurring basis.
- Requires considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

Minimum Requirements

- 18 years of age or older
- High school diploma or GED, additional education and training preferred.
- Skill or experience with an online work order system and computer skills, such as spreadsheets and email, using computers and tablets for work-related tasks.
- Five (5) years of experience in parks maintenance, grounds maintenance, facility maintenance, landscaping, construction, public works, or a related field.
- Two (2) years of supervisory or crew leadership experience.
- An equivalent combination of education, training, and experience may be considered.

Licenses and Certifications

- Must have a Valid Driver’s License and legal ability to operate a Parks-issued vehicle while on duty.

- Kentucky Pesticide Applicator License, or ability to obtain within twelve (12) months of employment.
- Additional certifications related to playground safety, turf management, irrigation, aquatics, or parks maintenance may be required.

Special Requirements

- Must be available for on-call duty and be able to work weekends, evenings, and holidays as assigned and during emergencies.
- All NJCPR positions require pre-employment drug testing and background checks and may require a post-job offer physical.

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CONTACT INFORMATION

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Essential Job Duties and Responsibilities

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Parks and Grounds Maintenance

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- Coordinate and assist with repairs to playgrounds, shelters, restrooms, signage, fences, sidewalks, parking lots, and other park amenities.
- Help develop and implement preventative maintenance programs for parks, facilities, vehicles, and equipment.

Facilities, Construction, and Recreation Support

- Assist with maintenance, renovation, and construction projects involving park facilities and structures.
- Coordinate with contractors and vendors on maintenance and improvement projects.
- Assist in identifying capital improvement and facility replacement needs.
- Coordinate seasonal operations, including field preparation, splash pad operations, facility openings and closings, and winterization activities.
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Equipment and Administrative Responsibilities

- Oversee the proper operation, cleanliness, condition, repair, and preventative maintenance of departmental vehicles, equipment, tools, and machinery.

- Maintain inventory of equipment, tools, supplies, and materials.
- Maintain records on paper and electronically related to maintenance activities, inspections, training, safety, and inventory.
- Assist with budgeting, purchasing, work orders, and departmental planning, to include using spreadsheets and an online work order system.
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- Promote and enforce a safe work environment.
- Ensure employees receive required safety training and certifications.
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