

## MAINTENANCE MANAGER

The City of Harrisburg is accepting applications for Maintenance Manager in the Department of Parks and Facilities, Parks Maintenance Bureau. The Maintenance Manager is responsible for supervising, mentoring, and managing Park Maintenance Bureau activities and personnel. The individual in this position oversees skilled work in all aspects of parks maintenance, shade tree planning and care, land development planning, and construction and dismantling of recreation program and special events structures. Assists the Facilities Director by providing subject matter expertise on all Park Maintenance activities, advises the Director of equipment needs, assists in research for contracted services as needed, makes recommendations for resolution of issues and the most difficult citizen complaints, and completes other projects as assigned by the Director. This position reports directly to the Facilities Director and receives assignments orally and in writing. This is a management, FLSA-exempt position. Position will require an on-call schedule, particularly during inclement weather.

Applicants must possess a high school diploma or equivalent; eight (8) years of experience in shade tree care and maintenance; five (5) years of experience in parks care, maintenance, and operations; five (5) years of experience in supervision of work crews; an understanding of urban forestry and urban wood reclamation procedures; and a Pennsylvania Department of Agriculture Pesticide Applicator License. A valid Pennsylvania Driver's License, Class C, or equivalent is also required.

The annual salary range is \$55,000 to \$58,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov](http://www.harrisburgpa.gov)

**Job Title****Maintenance Manager****Department of Parks and Facilities – Park Maintenance Bureau****Definition**

This position is responsible for supervising, mentoring, and managing Park Maintenance Bureau activities and personnel. The individual in this position oversees skilled work in all aspects of parks maintenance, shade tree planning and care, land development planning, and construction and dismantling of recreation program and special events structures. Assists the Facilities Director by providing subject matter expertise on all Park Maintenance activities, advises the Director of equipment needs, assists in research for contracted services as needed, makes recommendations for resolution of issues and the most difficult citizen complaints, and completes other projects as assigned by the Director. This position reports directly to the Facilities Director and receives assignments orally and in writing. This is a management, FLSA-exempt position. Position will require an on-call schedule, particularly during inclement weather.

**Equipment/Location**

Office is located in the McCormick Public Services Center; however, work is performed in all park areas and various locations throughout the City. Work involves the use of hand and power tools, climbing ladders, bending, and lifting heavy objects weighing up to 90 lbs. Employee may be exposed to adverse conditions including extreme hot and cold temperatures, inclement weather, loud noise, low light, dirt, dust, fumes, hazardous chemicals, wet areas, and confined spaces. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, evening, weekend, and holiday work is to be expected. This position is an emergency personnel position and requires the incumbent to be in an on-call status.

**Essential Functions**

Oversees and assists work crews in various aspects in the day-to-day operation of the Park Maintenance Bureau. Supervises shade tree work and lawn and park maintenance activities, determining resource allocation and prioritization of work. Gathers and analyzes information, formulates recommendations, and prepares reports. Inspects shade trees and certifies status of such; issues permits for removal and planting of shade trees. Supervises application/spraying of various types of insecticides, herbicides, and vegetation care and control chemicals. Establishes an annual work plan and prepares daily/weekly work schedules making the most efficient use of Park Maintenance personnel. Obtains materials and equipment necessary to complete assigned projects and objectives. Assists with planning and implementation of special events undertaken by the Department and coordinates operations with other City functions and government agencies. Conducts field inspections/observations and provides feedback and correction on work completed by crews. Receives inquiries, complaints, and requests from the public; conducts investigations and resolves citizen complaints. Provides input for the Department of Parks and Facilities annual budget and administers the Park Maintenance

**Job Title****Maintenance Manager****Department of Parks and Facilities – Park Maintenance Bureau****Essential Functions (Cont.)**

Bureau budget within fund allocation. Assists with interviewing and selection of Bureau personnel. Completes and submits bi-weekly timesheets sheets for Bureau. Submits accident and personnel injury forms and documentation for all Bureau personnel. Maintains inventory of all equipment and vehicles assigned to Bureau. Develops and conducts training for employees. Assists with snow removal and emergencies as needed. Must be a good steward of all City facilities. Maintains a safe work environment. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

**Non-Essential Functions**

Performs other related duties as required.

**Required Knowledge, Skills, and Abilities**

- Thorough knowledge of parks maintenance and the City's park system and its operation.
- Thorough knowledge of safe tree maintenance practices and procedures, including tree ascension/descension procedures. Requires specialized training and specific experience in: shade tree maintenance, care, and planning and snow removal coordination.
- Experience and skill in the safe operation of various types of heavy and light equipment in a variety of weather conditions.
- Ability to give oral and written instructions to subordinate personnel.
- Ability to effectively communicate expectations and goals and to motivate employees.
- Ability to mentor and train others.
- Knowledge of and proficiency in all current standard computer applications and programs, specifically Microsoft Office.
- Strong organizational and communication skills.
- Ability to maintain accurate records on work performed, personnel, equipment, etc.
- Ability to develop work schedules and perform timekeeping and other administrative duties and tasks.
- Ability to take initiative and work independently.

**Job Title**

**Maintenance Manager**

**Department of Parks and Facilities – Park Maintenance Bureau**

**Qualifications**

High school diploma or equivalent.

Eight (8) years of experience in shade tree care and maintenance; five (5) years of experience in parks care, maintenance, and operations; five (5) years of experience in supervision of work crews; and understanding of urban forestry and urban wood reclamation procedures.

Possession of Pennsylvania Department of Agriculture Pesticide Applicator License.

Valid Pennsylvania Driver's License, Class C, or equivalent.