



Position: Park Maintenance Manager

Department: Parks & Recreation

Status: Full-Time, Salaried Position

Salary: \$50,000 - \$55,000/Year

GENERAL PURPOSE: The Park Maintenance Manager will oversee daily park and trail maintenance operations and supervise the maintenance crew responsible for groundskeeping, equipment upkeep, and seasonal services. This position ensures that parks are safe, clean, well-maintained, and responsive to community needs while maintaining schedules, records, and operational standards. This position is under the direct supervision of the Parks & Recreation Superintendent.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- 3-5 years of experience in park maintenance, landscaping, or grounds operations.
- Supervisor or crew leadership experience is preferred.
- Knowledge of commercial landscaping equipment and small engine repair is preferred.
- Must possess a valid driver's license.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to perform physical labor and operate equipment safely.
- Must have strong leadership and organizational skills.
- Must have mechanical aptitude and troubleshooting skills.
- Must be able to work outdoors in all weather conditions.
- Establish and maintain cooperative working relationships with those encountered in the course of work.
- Ability to address the public in a coherent, professional, and courteous manner.
- Must have effective customer service skills.
- Ability to multitask and adjust accordingly, properly prioritize, complete tasks, and meet deadlines.

EMPLOYEE BENEFITS: The Town of Merrillville prides itself on being able to provide a variety of extra benefits to its employees.

- Excellent health, dental, and vision insurance plan – effective day one;
- Employer-paid life insurance policy, as well as short-term and long-term disability;
- Vacation, sick, and personal paid time off;
- Fifteen paid holidays;
- Longevity pay after 5 years of service;
- AFLAC;
- 457 Plan (Deferred Compensation), including a Roth option, with John Hancock;
- Participates in the State of Indiana PERF program, which provides for a hybrid annuity and defined benefit pension.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise, train, and schedule parks maintenance staff.
- Oversee mowing, weed whacking, trimming, tree maintenance, and park beautification.
- Create and manage maintenance schedules for parks, trails, and equipment.
- Maintain park and trail safety; address hazards and perform inspections.
- Repair and maintain mowers, landscaping tools, and small engine equipment.
- Respond to resident concerns and maintenance complaints professionally.
- Perform and oversee snow plowing and winter maintenance operations.
- Complete required paperwork, maintenance logs, and safety reports.
- Maintain purchase records, inventory, and equipment documentation.
- Maintain employee records and timekeeping.
- Ensure compliance with safety standards and department policies.
- Flexible hours may be required for emergencies or seasonal operations.
- Perform other duties assigned by the Parks & Recreation Superintendent.

SPECIAL REQUIREMENTS:

- Must be able to pass a background check and a drug screening.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must have dexterity of hands and fingers to operate a variety of specialized equipment.
- Properly climb a ladder and work from heights to trim trees.
- Must be able to reach overhead, above the shoulder, and horizontally.
- Standing for extended periods of time.
- Must be able to bend, squat, sit, stand, and walk.
- Lifting and carrying heavy objects - 50 lbs. minimum or lifting 25 lbs. overhead.
- Heavy physical labor.
- Carrying; pushing or pulling; kneeling or crouching.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Indoor and outdoor work environment; subject to seasonal, adverse weather conditions; noise from equipment operations; driving a vehicle to conduct work.
- Work areas may be hazardous areas such as streets, rights-of-way, medians, around heavy equipment, and potentially dangerous tools.
- Occasionally involves strenuous physical labor, physical dexterity, and mechanical aptitude.

WORK HAZARDS:

- Regular exposure to fumes, dust, odors, dirt, oil/grease, gases, and chemicals.
- Adverse weather conditions.
- Working around and with machinery that has moving parts.
- Working at difficult heights.
- Working in possible traffic hazards.

An Equal Opportunity Employer

The Town of Merrillville provides equal opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender, identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.