



Springfield Park District
Shop Supervisor

Department: Golf Maintenance
Position Title: Shop Supervisor
Reporting Authority: Golf Superintendent, Golf Assistant Superintendent or designee
Classification: Non- Exempt - Bargaining Unit Position (40 hours/week minimum)
Salary: \$21.90/ hour (Per Contractual Wage Scale)

Position Summary:

Responsible for the overall repair, maintenance, operations, and organization of all equipment and inventory for the efficient operation of vehicle and equipment mechanical maintenance. This position is responsible for all District equipment, vehicles, mowers, hand tools, maintenance records, service schedules, shop records, inventory, parts, preventative maintenance, work orders, scheduled repairs and service calls. This position will take direction from the Superintendents of Golf Maintenance or designee and will be responsible for making sure that the work orders, overall repairs and shop operations are full-filled in accordance with Golf Maintenance and other applicable standards. This position is responsible for supervising and directing the work of Assistant Shop Supervisors or other Maintenance personnel assigned to assist in these areas.

Specific Responsibilities:

- Responsible for overseeing and performing mechanic duties of Assistant Shop Supervisors or other Maintenance personnel as assigned in assuring work orders, maintenance schedules and repairs on vehicles, mowers, heavy and light construction equipment and other maintenance equipment is being performed in accordance with District standards and work orders with designated budgets.
- Responsible for overseeing, maintaining and controlling inventories of supplies, parts, tools and equipment required in the operation and maintenance of equipment.
- Responsible for the overall operation of the physical aspects of the shop and inventory of supplies/parts.
- Works closely with outside mechanical shops in determining the best approach to maintenance of vehicles, mowers and all District equipment which may not be able to be serviced within the Shop, as directed by Superintendents or designee.
- Works closely with Superintendents and administrative personnel to provide information towards the purchase of supplies, parts, tools and equipment.
- Responsible for maintaining and keeping complete and accurate records of work orders, invoices, inventory, gas/diesel sheets, and other relevant supplies and submit periodic reports to the Superintendent.
- At the direction of the Superintendents or designee be required to develop and train mechanics or other employees on a variety of mechanical, technical or other areas relevant to effective maintenance operations for Golf Maintenance and other applicable standards.

- Responsible for recommending corrective action of Shop personnel to Superintendents in overall area of performance standards in their duties and responsibilities.
- Ability to develop/implement Standard Operating Procedures for Shop operations, as well as with training for equipment in conjunction with Superintendents.
- Timeliness in attendance on a daily basis.
- Responsible for daily checks on equipment including: fluid levels, tire pressure
- Responsible for reel mower maintenance including: general repair, adjustment, grinding, back lapping, and setting to maintain a consistently high quality of cut.
- Responsible for sharpening rotary mower blades to maintain a high quality of cut.
- Regularly spot checks equipment for performance and adjusts/makes emergency repairs on course as necessary.
- Ability to work in an environment where pesticides and other chemicals are used and stored.
- Perform all other duties as assigned by Superintendents of Golf Maintenance or designee.

Required Knowledge, Skills, and Abilities:

- Must possess two years of golf course equipment maintenance and related mechanical knowledge, skill and abilities.
- Knowledge of and/or ability to play the game of golf and understand how job performance affects playing conditions of the golf course.
- Must be able to operate all golf course equipment proficiently and/or have prior work experience in golf course maintenance operations.
- Must have working knowledge of reel repair, adjustment, grinding, back lapping, and setting to maintain a consistently high quality of cut.
- Must possess requisite knowledge, skills and abilities and previous work experience in performing repairs and maintenance to vehicles, tools and other equipment utilized by the District and must possess previous work experience in the management of a mechanical maintenance shop and inventory/parts control. (i.e., management of mechanics and others).
- Must be able to communicate, orally and in writing, to subordinates in explaining job duties, assignments, projects, training, equipment and tool operation and safety standards as required in accordance with District standards and work orders.
- Must be able to perform simple math and measurement calculations, long hand and with available calculators or other devices.
- Must possess and maintain valid Illinois Driver's License and Class "C" Driver's License and be insurable under District Liability Insurance.
- Must be able to obtain an ASE or equal certification in one of a multitude of areas that pertain to this position within 6 months of hire.
- Continued education on new trends, techniques, procedures and training for other Shop personnel.
- Working Knowledge of light and heavy maintenance equipment both gas and diesel and automotive apparatuses.
- Ability to troubleshoot, diagnose and repair equipment with accuracy and speed, and ability to create effective working relationships with employees.
- Ability to diagnose mechanical troubles in both gas and diesel mowers, small engine and heavy equipment and determine appropriate maintenance work.
- Knowledge/ certification in welding and fabrication
- Computer knowledge for record keeping. Proficiency in Microsoft Office applications (Word, Excel preferred) and Toro Myturf program.

General Requirements:

- Must be able to read and write and have good command of the English language.
- Good oral and written communication.
- Physical capabilities – lifts 75 pounds, squat, bend and move as necessary for the job.
- Must be able to perform basic mathematics.
- Must possess valid Illinois Driver’s License.
- Must present a neat and professional appearance.
- Responsible to follow policies and procedures outlined in Springfield Park District employee manual.
- Must live in Sangamon County, in the State of Illinois or must be willing to move to Sangamon County in the State of Illinois within the first 6 months of acceptance of a position with the Springfield Park District.

Benefits:

- Health Insurance (HMO or PPO)
- Dental/Vision insurance
- Life Insurance
- Short & Long Term disability (IMRF)
- Enrollment in IMRF defined pension plan
- Optional 457b retirement plan
- Generous PTO (Holidays, Sick days, Personal days, & Vacation days based on time with company)
- \$1000 allowance towards Park District programs per year
- Paid dues to Central Illinois GCSA chapter
- Education seminars & workshops
- Ability to acquire certificates pertinent to job duties

To apply please visit: www.springfieldparks.org/joinourteam.aspx

The Springfield Park District is committed to the provisions of Equal Employment Opportunities and Affirmative Action to its applicants regardless of race, color, religion, ancestry, age sex, marital or veterans’ status, national origin, disability or any other legally protected status.