



## **Memorial Park Conservancy- Maintenance and Mechanic Operations Supervisor**

**Preserve, restore, and enhance Memorial Park for the enjoyment of all Houstonians, today and tomorrow.**

**Job Summary:** The Maintenance and Mechanic Operations Supervisor is responsible for leading and overseeing the year-round operations of Memorial Park's amenities, facilities, and equipment at the direction of the Park Operations Manager and Park Operations Director. This includes proactively supervising the Maintenance branch that is responsible for managing vehicles and equipment and maintenance of amenities and facilities throughout the park. Through oversight and strong collaboration across all departments, the Maintenance and Mechanic Operations Supervisor will assist with team member oversight, monitoring, caring for, and reporting on park facilities, amenities, trails, and restrooms and upholding Memorial Park Conservancy's Park Operations brand that *everything works*.

Base Schedule: Monday-Friday 6am- 2:30pm, but must be available to work some weekends.

### **Responsibilities and Duties Include:**

- Supervise the Maintenance and Mechanic Operations branch in collaboration with the Park Operations Manager and Park Operations Director.
- Lead a team of staff daily to maintain amenities, facilities, and equipment and plan for upcoming tasks or projects as needed. Direct and train staff, seasonal workers, interns, and volunteers in executing tasks.
- Accurately manage employee schedules to maintain adequate park coverage for weekend and after-hours issues and repairs.
- Schedule preventative maintenance for engines and component assemblies used in automotive and equipment powered by internal combustion engines, motors, and small power equipment.
- Schedule preventative maintenance for park amenities and facilities including restrooms, water fountains, picnic tables, office spaces, lighting, and others.
- Work collaboratively with Operations Supervisor to repair and maintain trails and pathways.
- Maintain a variety of records, including information, maintenance, repair, and inspection records and inventories of parts, components, supplies and materials.
- Operate small and large equipment including utility vehicles, trucks, tractors, backpack blowers, edgers, and others as needed.
- Demonstrate ownership of assigned work by upholding and maintaining standards to the highest degree by understanding park aesthetic and standard operating procedures.
- Document, inventory, report, and catalog data and information.



- Assist with ensuring appropriate inventory and care of equipment, supplies, and materials for daily operations.
- Prepare annual budget for branch, manage branch expenses, and coordinate procurement of tools and supplies.
- Communicate issues regarding infrastructure, furnishings, safety hazards, quality of the Park user experience issues as needed via work order system.
- Work collaboratively and creatively with Park Operations leadership in a team-first environment.
- Interact with Park patrons in a courteous and professional manner. Ensure team members are trained and adhering accordingly. Be prepared to provide accurate and pertinent information regarding MPC and the Park.
- Enforce MPC rules, safety policies, and procedures, and appropriate use of personal protective equipment (PPE). Conduct and document safety training as needed and ensure compliance with safety protocol.
- Ensure cleanliness of office and storage spaces.
- Attend operations related capital project meetings and review documents; provide input, comments, feedback, and assistance related to assigned areas.
- Accurately manage employee schedules to accommodate branch's programs.
- Respond to any employee comments regarding recognition or disciplinary action from Coordinators, develop improvement programs when needed; bring any points forward to Manager when necessary.

### **Minimum Requirements:**

- Five years minimum experience in mechanic and maintenance operations at a park or similar entity.
- Five years minimum experience managing small projects and crews.
- Experience in plumbing, electrical, carpentry, painting and sheetrock repair, HVAC, small engine and automotive repair.
- Ability to work a varied schedule that includes weekends, evenings, and holidays.
- Demonstrated success in working in a team-oriented environment, as well as ability to work independently and make judgment calls, while referring more serious problems to a Manager.
- Strong written and oral communication skills; highly motivated.
- Computer fluency: Microsoft Outlook, Word, and Excel.
- Cellphone application fluency: Expected to use work order system.
- Ability to disseminate information regarding industry standards and best practices and train coworkers in park operations. Ability to communicate in English and Spanish preferred.
- Valid Driver's License.

**Abilities Required:**

- Ability to perform heavy, physical labor daily in all weather conditions.
- Ability to work independently and as part of a team.
- Ability to prioritize work functions and meet deadlines in a fast-paced environment.
- Ability to lift 50 lbs. repeatedly throughout a given workday.
- Ability to operate power equipment throughout a workday.
- Ability to stand, crouch, and climb to use ladders and perform various types of manual labor throughout the day.

**Safety Requirements:**

Establishment and maintenance of a safe work environment is the shared responsibility of this organization and employees at every level. The Conservancy will make every effort to assure a safe environment and be in compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Accordingly, employees should be aware of any hazards, which could cause an injury or accident (e.g., spills, obstacles in walkways). If an employee discovers a potentially dangerous condition, he/she should alert other employees and notify his/her supervisor immediately.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Compensation:**

This is a salaried, exempt position with a range of \$50,000-\$60,000. Benefits include full medical, dental, and vision benefits, paid time off, short-term and long-term disability and 401k retirement plan.

**To Apply:**

Please send resume and cover letter to [Careers@memorialparkconservancy.org](mailto:Careers@memorialparkconservancy.org)