



## Oakland Township Job Posting

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| <b>Position:</b>        | <b>Maintenance Manager</b>             |
| <b>Employment Type:</b> | <b>Full-Time, Salary</b>               |
| <b>Department:</b>      | <b>Parks &amp; Recreation</b>          |
| <b>Reports To:</b>      | <b>Parks &amp; Recreation Director</b> |
| <b>Wage Range:</b>      | <b>Starting at \$42,349 annually</b>   |

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### **Position Summary**

Oversee and manage the maintenance division responsible for construction, custodial, repair, and facility operations across Oakland Township's park system and a portion of the Paint Creek Trail. Lead planning, prioritization, and scheduling of maintenance activities to ensure safe, efficient, and consistent operations. Direct and supervise maintenance staff, exercise independent judgment in setting maintenance standards and procedures, and manage contracts, vendors, and maintenance budgets.

Supervisory responsibilities adjust throughout the year based on seasonal park operations, including the coordination and oversight of seasonal employees and shifting operational priorities. Ensure all work supports the long-term stewardship of the Township's 1,500 acres of parkland and aligns with the Parks & Recreation Commission's vision. Perform hands-on maintenance tasks as needed to support operations or address emergent issues.

### **Key Responsibilities**

- Serves as the primary manager of the Parks & Recreation maintenance division, with responsibility for planning, prioritizing, scheduling, and assigning the full scope of maintenance operations across all Township parks and facilities.
- In coordination with the Parks Director, sets maintenance priorities, coordinates multiple projects, and meets critical deadlines.
- Directs and performs preventative maintenance, improvements, and safety inspections of park structures, buildings, grounds, and recreation facilities (e.g., play structures, trails, boardwalks, athletic fields, etc.).
- Provides field direction, monitors workflows, and supervises maintenance staff to ensure effective service delivery.
- Holds ongoing supervisory responsibility for a team of one regular, full-time Maintenance Technician and two to three full-time seasonal maintenance staff, including but not limited to daily direction, delegation of assignments, oversight of work quality, and evaluation of performance.

- Trains maintenance staff on all safety protocols and proper equipment usage, including both motorized and non-motorized tools.
- Participates in hiring, promotion, corrective action, and performance management for maintenance staff, with recommendations given significant weight in final decisions.
- Maintains accurate safety and repair records and complies with MSDS and PPE standards.
- Ensures emergency response procedures are followed. Responds appropriately to emergencies on park property (e.g., storm damage, downed trees, broken water lines, alarm calls, lost park users or animals, etc.).
- Operates and maintains park vehicles and equipment, including tractors, mowers, and irrigation systems.
- Inspects parks and facilities regularly to ensure safety, security, and cleanliness.
- Prioritizes and completes work requests, ensuring adherence to safety standards and Township protocols.
- Performs trash removal, tree pruning, snow plowing, and general upkeep.
- Supports professional development and ensures appropriate training is obtained.
- Provides administrative oversight of maintenance budgets, contract scopes, vendor performance, and compliance with Township policies, regulatory requirements, and safety standards. Assists the Director in developing the annual maintenance budget.
- Ensures effective management of contracts, including requesting quotes, drafting scopes of work, evaluating bidders, and monitoring contractor execution to align with Township specifications.
- Creates RFPs for competitive bidding and manages contracts for services, materials, and projects in coordination with the Clerk's Department.
- Leads development and implementation of maintenance policies, SOPs, and long-term capital maintenance strategies to ensure consistent operations across the park system.
- Assists in the development of the Five-Year Parks, Recreation & Land Preservation Plan.
- Ensures projects comply with planning, zoning, and regulatory standards.
- Collaborates with consultants and internal teams on project design and implementation.
- Presents proposals and represents the Parks maintenance department at OTPRC, Township Board meetings, other commissions, and community groups as appropriate.

- Maintains positive working relationships with Township departments, agencies, and the public.
- Provides accurate information about parks and programs to the public.
- Attends meetings, training, and seminars related to job duties.
- Attends and supports department special events and public programs as appropriate.
- Ability to work flexible hours, including evenings and weekends, especially when supporting special events and/or programs.
- Performs other duties as assigned.

**Required Education & Experience**

- Bachelor’s degree in Parks and Recreation Management, Landscape Design, Environmental Science, or an equivalent field, or four years of directly related experience.
- Minimum two years supervisory experience.
- Minimum five years of experience in parks, facilities, or ground maintenance.
- Builders license, and/or building/landscape maintenance experience preferred.

**Knowledge & Skills**

- Strong understanding of facility operations, grounds maintenance, and construction methods.
- Ability to read and interpret maps, plans, and technical documents.
- Strong working knowledge of computers, MS Office software (especially Word & Excel)
- Considerable knowledge of methods, techniques, and requirements for the operation and maintenance of buildings, facilities, grounds, and equipment used in park and recreation systems.
- Basic knowledge of irrigation and electrical systems.
- Excellent verbal and written communication skills.
- Proven ability to manage multiple projects and meet deadlines.

## **Certifications & Licenses**

- Valid Michigan driver's license with good driving record with the ability to provide personal transportation as needed.
- Ability to obtain and maintain relevant/preferred certifications (e.g., First Aid/CPR, Builder's License, Commercial Pesticide Applicator License) within six months of employment.

## **Physical Requirements:**

Duties require sufficient mobility to work in a normal park and recreation setting and the ability to safely operate a motor vehicle such as a truck or tractor, as well as standard equipment including chainsaws, woodchippers, trimmers and saws.

The incumbent will work primarily outdoors and be seasonally exposed to extreme (both hot and cold) weather conditions. The position requires sufficient physical ability to lift to fifty (50) pounds, climb ladders, walk and/or stand for extended periods and traverse rough terrain.

I acknowledge that I have read and understand this job description. I understand the essential functions of this position and that I am expected to perform them with or without reasonable accommodation.

## **To Apply:**

Submit cover letter, resume, to [jschoenherr@oaklandtwpmi.gov](mailto:jschoenherr@oaklandtwpmi.gov), with "**Maintenance Manager**" in the subject line. The Charter Township of Oakland is an Equal Opportunity Employer.