



## ***Park and Shade Tree Supervisor (Full-Time)***

Upper Merion Township, located in King of Prussia, PA is looking for an energetic and highly motivated ***Park and Shade Tree Supervisor*** who will report directly to the Public Works Superintendent. The ***Park and Shade Tree Supervisor*** will perform duties associated with The employee in this position is responsible for assisting and directing employees in the operation and maintenance of Township owned parks, Right-of-Ways, and the composting facility. Some manual labor demanding moderate physical effort is required.

The ***Park and Shade Tree Supervisor*** will be responsible for (including, but not limited to):

- Supervises and assists with the maintenance and care of trees and shrubs and equipment and park land.
- Coordinates planting of new trees and shrubs on Township properties with the Park and Recreation Director.
- Prepares park facilities for use; assists in setting up and taking down equipment for Township programs.
- Plans and schedules Park Maintenance tasks.
- Develops a comprehensive preventive and general maintenance program for divisional equipment.
- Works with other departments providing technical skills and experience.
- Maintains payroll records for division.
- Plans, schedules and supervises composting operations and maintenance activities.
- Compiles previous expenses and develops list of recommended expenditures for operating and capital budgets.
- Plows snow as needed.
- Trains subordinate employees.
- Serves as staff liaison to the Shade Tree and Beautification Commission.
- Performs equipment maintenance.
- Prepares reports on divisional activities as directed.
- Prepares reports for the Park and Recreation Board.
- Attends Meetings as needed.
- Performs other work as required.

### **Minimum Education, Training and Abilities Required:**

- High school diploma or equivalent.
- Three years of experience in the operation and maintenance of similar facilities.
- Some experience as a supervisor of employees.
- Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- A valid PA Commercial Driver's License.

### **How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting [https://www.umtownship.org/?wpfb\\_dl=3158](https://www.umtownship.org/?wpfb_dl=3158) and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). Applications will be accepted until position is filled.

**EOE**