

- **Parks Department Maintenance / Mechanic Shop Foreman**

- **Brazoria County Parks Department** is growing and thriving in Southeast Texas, and features 10 recreational park sites, one historic site, more than 20 boat ramp facilities and some 14 miles of public beach along the Gulf of Mexico. This region boasts diverse wildlife and landscapes such as Columbia Bottomland forests, rivers, bays, estuaries and a dedicated, professional team of employees.
- **Basic Job Description:** The successful candidate for Parks Department Maintenance / Mechanic Shop Foreman will perform the following duties:
 - He / she will manage the park fleet of vehicles, equipment, tools and materials, and supervise the repair shop / service bay and barn environment. He or she will oversee any and all vehicle, small engine, implement, and equipment repair projects, whether in-house or via contract vendor.
 - This position will serve as a leadership role in the Parks Maintenance Division, and may or may not have managerial responsibilities for support staff direct reports. As such, this position will assist in assigning daily tasks for Park Maintenance crew personnel, help oversee employee schedules, shifts and timesheets, and also perform a wide variety of general mechanic, maintenance, construction and trade-related tasks.
 - Expert level of diverse mechanic skills for engine, small engine and equipment repair is required, as is operational knowledge of power / hand tools and equipment such as tractor, backhoe, dump truck, crane truck, frontend loaders, riding lawnmowers, weedeaters, power saws, etc., is required.
 - Intermediate level skill in carpentry, basic plumbing, basic electrical, welding, lawn care, wastewater treatment and any advanced trade skills are a plus and strongly desired.
 - Position will typically involve daily travel in park vehicle along with crew members to various job sites, park locations and beaches for vehicle, equipment maintenance and repairs, projects, etc., and assist with staff oversight.
 - This position may also help manage probationer and community service workers while they are on site in the park / on the beach to assist with maintenance, repairs, trash pickup, etc.
 - Employee must be willing to work non-traditional schedule such as four, 10-hour day shifts that begin at 6 a.m., with occasional evening, weekend and holiday projects, and on-call after hours as needed. Will likely work outdoors in all manner of elements and weather conditions, sometimes with tight deadlines to serve the public interest. This position will also assist with various Park special events when needed.
 - Comply with all Brazoria County policies such as a uniform dress code.
 - Other duties may also be assigned by Parks Dept. senior staff.
- **Salary range: Grade 37**, with salary depending on qualifications and experience, plus benefits package, and is a full-time, 40-hour per week, position which may or may not supervise other positions, but is considered a lead role on Parks maintenance crew;
- **Supervisor:** Parks Maintenance / Mechanic Shop Foreman position reports directly to Parks Lead Maintenance Foreman and Parks Deputy Director.
- **Qualifications:** high school diploma or G.E.D. required; stronger consideration will be given to those with extensive auto-equipment mechanic experience, small engine repair experience, and maintenance, repair and construction trade skills; those with

management/ crew leadership experience, and/or those with previous experience working with a parks, recreation, wildlife/fisheries agency or public works department.

- **Available date:** *positon vacant until filled.*