

New Bern Parks and Recreation PARK AND GROUNDS MAINTENANCE

PARKS DIVISION PERSONNEL ASSIGNMENTS

The Park and Grounds Maintenance Division is responsible for the following: Cemetery maintenance, landscaping, mowing, park maintenance and repairs, facility maintenance and repairs, equipment replacement, park and restroom cleanliness, as well as program and special event set up.

Director of Parks and Recreation

Provides overall general direction to the division and relies on the Superintendents to perform their duties.

Building & Grounds Maintenance Superintendent

Responsible for oversight of all building and grounds maintenance, playground and equipment installation, park, facility construction, and playground inspections. Once Specialist and Temporary staff are assist to maintenance.

Park Superintendent

Responsible for overall turf management, landscaping, pesticide spraying program, park inspections, equipment maintenance, and special event set up.

Crew 1 – Consists of one crew leader, one specialist, one senior worker, Temp services and inmate labor. Responsible for in season mowing and performing off season maintenance repairs.

Crew 2 – Consists of one crew leader, one specialist, one senior worker, Temp services and inmate labor. Responsible for in season mowing and performing off season maintenance repairs.

Crew 3 – Consists of one crew leader, one specialist, one senior worker, Temp services and inmate labor. Responsible for City wide landscaping and watering of plants in the dry season.

Cemetery Crew – Consists of two specialists. Responsible for general cleanliness of 5 cemeteries, coordinating burials, works with funeral homes and monument companies, general maintenance and inspections.

*All Parks Division staff work on a rotational basis to open/close/clean facilities nights and on weekends.