**Company: Bowman Parks & Recreation  
Location: 320 Highway 12 E, Bowman, ND 58623  
Salary: $22.50 - $26.00 per hour  
Job Type: Full-time**

**Job Summary**

* Bowman Parks & Recreation is seeking a dedicated and experienced full-time Maintenance Supervisor to lead the inspection and maintenance of our diverse facilities and grounds. This role encompasses the upkeep of parks, buildings, ball fields, the recreation center/pool, Edge Activity Complex, campground, and equipment. In addition to maintenance duties, the Maintenance Supervisor will play a crucial role in event management during the winter season. The successful candidate will report directly to the Director of Bowman Parks & Recreation, ensuring that all facilities are maintained to the highest standards, contributing to the community's enjoyment and safety.

**Responsibilities**

* Develop and implement a maintenance plan for 22 acres, including city parks, ballparks, playgrounds, buildings, grounds, courts, and more.
* Manage projects and interact with contractors.
* Maintain an inventory of equipment and ensure its maintenance.
* Oversee cleaning and maintenance of the recreation center.
* Maintain outdoor pool and manage chemicals.
* Assist with event setup and supervision.
* Perform other duties as assigned.
* Oversee operations and personnel in the absence of the Director.

**Supervision**

* Assist with hiring, training, scheduling, and evaluating regular part-time and seasonal employees as assigned.

**Qualifications**

* Associate's degree in a related field and two years of related work experience, OR four years of related work experience.
* Experience in supervising, maintenance management, general maintenance, and landscaping.

**Required Skills**

* Supervising experience
* Maintenance management
* Maintenance
* Landscaping

**Certifications**

* Valid North Dakota Driver’s License (Required)
* First Aid/CPR Certification within 1 year of employment
* Certified Pool Operator (CPO) Certification within 1 year of employment
* Pesticide/herbicide certification within 1 year of employment
* Playground Inspector certification within 2 years of employment

**Work Environment**

* In-person work at the office and outdoor locations.
* Regular full-time, non-exempt position at 40 hours per week.
* Extended hours, including weekends as needed.
* Monday to Friday, 8-hour shifts.

**Physical Requirements**

* Ability to sit, stand, walk, climb, reach, twist, turn, kneel, bend, stoop, squat, and crouch.
* Near, far, and color vision for observing activities and reviewing materials.
* Grasping, repetitive hand movement, and fine coordination for writing and typing.
* Availability to attend meetings and events, work irregular or extended hours, and handle constant interruptions.

**Benefits**

* $500 sign-on bonus
* 401(k) with matching
* Dental insurance
* Employee assistance program
* Employee discount
* Flexible schedule
* Health insurance
* Health savings account
* Life insurance
* Paid time off
* Professional development assistance
* Relocation assistance
* Retirement plan
* Vision insurance

**Application**

* Please ensure you have a valid Driver's License and are willing to relocate to Bowman, ND if necessary.
* Apply in person at 320 Highway 12 E, Bowman, ND 58623.