



# Buffalo Bayou Partnership

## **Position Announcement:**

### **Zone Supervisor**

Reports to: Park Director  
Classification: Full-Time, Exempt  
Office Location: 3535 Fox Street, Houston, TX 77003

### **Buffalo Bayou Partnership**

Established in 1986, Buffalo Bayou Partnership (BBP) is the non-profit organization creating and stewarding welcoming parks, trails, and unique spaces, connecting Houstonians with the city's most significant natural waterway. The organization's focus is the 10-mile stretch of the bayou that flows from Shepherd Drive, through the heart of downtown and the East End, and on to the Port of Houston Turning Basin. In addition to spearheading award-winning green spaces such as Buffalo Bayou Park, BBP also operates comprehensive green space and waterway maintenance programs and engages tens of thousands of visitors each year through dynamic programming, public art, volunteer events, and recreational opportunities that enrich the quality of life in Houston.

### **Position Summary**

The BBP Zone Supervisor is responsible for coordinating the daily maintenance, repair, and upkeep of parks and trails along Buffalo Bayou east of downtown. This position provides hands-on leadership to ensure safe and attractive public spaces that adhere to BBP's high environmental and safety standards. The Zone Supervisor works collaboratively with other Zone Supervisors, Volunteer Manager, Conservation Manager, and Horticulturist.

### **Duties and Responsibilities**

- Supervise, train, schedule, and evaluate the performance of a three-member maintenance crew.
- Oversee routine and preventative maintenance of park grounds, including but not limited to litter and trash removal, turf, gardens, wildflower and prairie areas, playgrounds, athletic fields, restrooms, and park amenities.
- Assign work orders and see that tasks are carried out in a timely manner.
- Conduct regular inspections of parks, trails, and facilities to identify maintenance needs and safety hazards.
- Operate, maintain, and oversee the proper use of tools, equipment, and vehicles.
- Respond to service requests, emergencies, and weather-related events as needed.
- Maintain accurate records and reports related to staffing and inspections, and assist with budget tracking.
- Assist and perform other duties as assigned.

## **Qualifications**

- High School Diploma or equivalent (Associate degree in park management, environmental science, ecology, etc. a plus)
- Three to five (3 - 5) years of progressively responsible experience in landscape maintenance, grounds and facility maintenance (park maintenance preferred but not required)
- A minimum of one (1) year supervisory or lead experience
- Certifications related to turf management, pesticide applications, equipment operation, etc. a plus
- Valid Texas driver's license (current and in good standing)
- CPR and first aid training a plus

## **Abilities**

- Knowledge of park maintenance practices such as landscaping and turf management, irrigation, and basic facilities
- Ability to supervise and motivate a workforce
- Working knowledge of occupational safety practices and equipment operation
- Familiarity with landscaping and facility construction plans, schedules, and maintenance logs
- Ability to make sound decisions and handle multiple priorities
- Ability to work in various weather conditions and perform physically demanding tasks
- Ability to lift, carry, pull, and push a minimum of 50 pounds
- May be required to work weekends and holidays as needed

## **Salary and Benefits**

Buffalo Bayou Partnership offers a competitive salary and excellent benefits.

BBP is an Equal Opportunity Employer.

## **To Apply:**

Please submit resume and cover letter via email to:

[jobs@buffalobayou.org](mailto:jobs@buffalobayou.org)

Subject line: Zone Supervisor

No phone calls please.