



Parks Superintendent

(Division Head for Property Management)

Starting Salary: Depending on Qualifications

Position Closes: Open Until Filled

Job Summary

Under general direction and supervision, an incumbent of this position is responsible for the supervision of construction, improvement, maintenance and operation of one or more parks/facilities, which includes but is not limited to, concessions, park buildings, bridges, shelters, parking areas and natural areas. Performs supervisory, skilled and semi-skilled work in the maintenance and repair of agency parks and recreational facilities. Supervises custodial staff responsible for upkeep on assigned buildings. Work involves supervising park maintenance workers to ensure that buildings, grounds and related areas are prepared for use by public; assisting in coordination of special events; and performing routine administrative and personnel duties. Reports to the Executive Director.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

Oversees daily operation of Property Management Division which includes the following units: Fleet Management, Safety, Construction, Custodial Services, Landscaping, General Maintenance and Ground Maintenance, and Aquatics.

Performs administrative and accounting duties, e.g., purchases new equipment, materials and supplies, generates and submits reports and documentation; researches special projects and issues; assists with grant preparation; maintains receipts and budgetary expenditures

Develops and implements the division's budget for areas of assignment; monitors expenditures to ensure compliance with approved budget; reviews and approves expenditures.

Schedules, plans, and oversees a variety of maintenance jobs, safety, landscaping work, and repairs for parks, facilities, community centers and grounds.

Works with Executive Director to plan for new and improved parks and recreation facilities; works with architects to design plans; manages projects under construction; prepares division budget; supervises preparation of and signs purchase orders for supplies and equipment.

Provides assistance and information related to Agency operations, programs, procedures, documentation, or other issues; meets with citizens, civic groups, developers, contractors, and other groups as required; responds to questions/complaints, researches problems, and initiates problem resolution.

Oversees Capital Improvement Projects related to the parks, community centers, facilities and grounds.

Develops specifications for assigned projects and deals directly with contractors on status of work; ensures at the end of a project that job has been completed properly and to project standards of satisfaction.

Communicates with executive director, employees, other departments, County officials, developers, architects, engineers, contractors, vendors, the public, community organizations, outside agencies, and other individuals as needed to coordinate work activities, reviews status of work, exchanges information, resolve problems, or give/receive advice/direction.

Serves as project supervisor for parks projects and monitors facilities improvements and consults with contractors to ensure safety, cost effectiveness, aesthetics and compliance with local and state policies.

Oversees the general maintenance and landscaping of park signs and areas.

Oversees service contracts with third party providers.

Schedules additional work as needed to ensure proper appearance of areas, including mulching, pruning, etc.; maintains or contracts out the landscaping of a number of neighborhood parks and other areas throughout the County.

Oversees, completes and processes staff evaluations; participates in the hiring process for full and part-time staff; handles all disciplinary actions of staff.

Attends various meetings, serves on committees, and makes presentations as needed.

Monitors inventory and supplies and makes decisions as to what and when items need to be replaced; prepares bid specifications for purchase of materials.

Assists with the preparation of the Fleet Management budget to prioritize needs and replacement of vehicles, heavy equipment and other pieces of equipment.

Serves as on-call employee in cases of after-hours emergency; serves as "essential personnel" to report for duty in cases of inclement weather, natural or manmade disaster, etc.

Supervises activities of community service workers assigned by courts and City jail inmates assigned to work release.

Processes staff timesheets, purchase requisitions, memos, and other documentation.

Performs other related duties as required.

Minimum Education & Experience

Bachelor's degree in landscape architecture, parks management, or a related field, and 3 to 5 years of supervisory experience in parks and recreational facilities operation and maintenance work, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Must possess a valid driver's license. Playground Safety Inspector Certification (CPSI) and/or Certified Parks and Recreation Professional (CPRP) certification preferred.

Knowledge, Skills & Abilities

Knowledge of general turf maintenance, horticultural, and other landscaping techniques and trends.

Ability to operate a motor vehicle, personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, presentation, project management, e-mail, Internet, or other computer programs.

Ability to provide direction, comfort, advice, proper Agency procedure for many different staff situations and problems; must be able to perform conflict resolution; must exercise discretion in handling confidential personnel information.

Knowledge of applicable laws, regulations, and trends in the profession.

Ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Ability to speak and/or signal people to convey or exchange information; includes giving instructions, assignments or directions to subordinates or assistants.

Ability to read a variety of reports, letters and memos; invoices, contracts, blue prints, etc.

Ability to prepare correspondence, reports, forms, work orders, purchase orders, invoices, time sheets, payroll forms, etc., conforming to all rules of punctuation, grammar, diction, and style.

Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, diagrammatic or schedule form.

Ability to record and deliver information, to explain procedures, and to follow oral and written instructions.

Ability to communicate effectively and efficiently in standard college-level English.

Ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra.

Ability to inspect items for proper length, width and shape.

Ability to deal with people beyond giving and receiving instructions; must be adaptable to performing under stress and when confronted with emergency situations.

Knowledge of equipment, materials and tools used in the construction, maintenance and upkeep of parks and associated facilities.

Knowledge of the occupational hazards and safety precautions related to the work.

Knowledge of established policies, procedures, rules and regulations regarding the operation of parks.

Knowledge of basic grounds keeping, carpentry, plumbing, and related maintenance trades.

Knowledge of the costs of materials and supplies necessary to park and athletic field construction.

Knowledge of the principles of supervision, organization and administration.

Skill in the use and care of tools and equipment employed in the construction and maintenance of parks.

Ability to plan, implement and monitor adherence to a maintenance schedule for park grounds and equipment.

Ability to plan, assign and supervise the work of subordinates and to instruct them in proper work methods and procedures.

Ability to exercise considerable independent judgment in performing daily work activities and in inspecting completed work.

Ability to prepare and maintain routine work records and reports.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact and courtesy in contact with park patrons, civic and community groups, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Performance Evaluation Criteria

Quality of Work

Quantity of Work

Dependability

Attendance

Initiative and Enthusiasm

Judgment

Cooperation

Relationships

Coordination of Work

Safety

Planning

Organizing

Staffing

Leading

Controlling

Delegating

Decision Making

Creativity

Human Relations

Policy Implementation

Policy Formulation

Physical Requirements

Must be physically able to operate a variety of machinery and equipment including trucks, tractors, lawn mowers, augers, generators, hand tools, power tools, etc. Must be able to exert up to 75 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for Medium Work. Requires the ability to: coordinate hands and eyes in using power and hand tools; handle a variety of items, such as power and hand tools; differentiate colors and shades of color; talk and/or hear. Must have minimal levels of eye/hand/foot coordination. Must be able to communicate via a telephone and two-way radio.

FLSA Status

Exempt