

JOB DESCRIPTION

Parks Superintendent

POSITION SUMMARY

The Parks Superintendent provides leadership to the district's park maintenance division that includes several operational areas, such as park, facility and athletic field maintenance; greenways and medians; horticulture; open spaces; urban forestry, trails and fleet management. The individual in this position reports to the agency director and serves as part of the agency's executive leadership team. The position provides strategic direction for these operations, while also providing input and guidance related to department capital development and implementation, as well as the development of replacement schedules for vehicles, equipment, assets and structures. The position also requires ensuring efficient and effective delivery of maintenance services, including continual improvement of processes, management of standards and adherence to standards, and providing leadership to maintenance personnel through and with direct reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides strategic direction and leadership to the parks division and its individual operating units
- Establishes divisional/departamental work plans and monitors progress toward goals and objectives in line with the agency's mission, vision and strategic plan
- Oversees and manages system-wide park operations, including functions like park and facility maintenance, athletic field maintenance, horticultural and forestry
- Builds and continually improves the systems and processes of the parks and facilities division
- Develops best practice approaches to maintenance management, work order systems, standards, inspections and conformance to level of service standards
- Oversees the asset management process
- Manages and oversees maintenance contracts
- Performs cost-benefit analysis of comparing in-house operations to contracting services
- Provides support to other agency divisions in support of special events, programs and services
- Provides leadership and direction to supporting staff through feedback, coaching and employee development
- Provides oversight of financial management of department/division, including developing and managing budgets, revenue and expense projections, cost analysis; and identifying ways to maximize resources
- Contributes to preparation and refinement of capital improvement program budgets
- Maintains effective relationships with other government agencies, user groups, partners and the general public
- Coordinates with multiple agencies, departments and jurisdictions for maintenance-related activities; represents the agency on park projects and community initiatives
- Analyzes performance of the department/division through the use of data and technology support; develops and monitors key performance indicators to assess the performance of the department/division
- Ensures efforts in sustainable practices throughout the division/department/district
- Participates in agency commitment to safe practices for the public and employees; Ensures departmental compliance with state and federal environmental regulations, Occupational Safety and

- Health Administration (OSHA) laws, risk management policies and emergency operations
- Oversees contracts for maintenance-related task areas, such as custodial, mowing and forestry responsibilities
- Participates alongside parks staff to perform field maintenance and custodial duties as needed.

MANAGEMENT RESPONSIBILITIES

Directly supervises one full-time employee and three seasonal employees. This position is responsible for the overall direction, coordination and evaluation of direct reports, as well as the leadership of the overall parks and facilities division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning and directing work; providing feedback and coaching; appraising performance; and resolving issues.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of maintenance management, work order and asset management systems
- Skill in development, management and implementation of maintenance standards
- Knowledge of turf management, horticulture, forestry and athletic field maintenance practices
- Knowledge of sustainable practices, including integrated pest management approaches
- Ability to understand the development, monitoring and analysis of financial reports
- Skills related to creating strategic direction and work plans for a business unit
- Basic computer knowledge and understanding of business applications of various technological tools, systems and advances, including Microsoft Office and Google
- Demonstrated leadership experience
- Skill in teaching, coaching and providing feedback to staff
- Skill in creating team-based approaches to work and development of a team approach of the organization's departments/divisions
- Ability to read, analyze and interpret technical journals, financial reports and legal documents
- Ability to forge effective relationships with community organizations, user groups, businesses and individual community members
- Ability to interpret and analyze data and use data for effective decision making
- Skill in communicating with the public, elected officials and staff
- Demonstrated knowledge of managing contracts and agreements

PREFERRED EDUCATION AND EXPERIENCE

A bachelor's degree in park management, recreation or a related field and five years of progressive management experience. A thorough working knowledge of park operations and facility maintenance, horticulture and landscaping is an essential part of this job. A valid state driver's license is required. Certified Park and Recreation Professional (CPRP) certification is preferred. Possession of Certified Playground Safety Inspector (CPSI) required within 12 months of hire date. Possession of Commercial Pesticide Applicator License required. Must be First Aid, CPR and AED certified within six months of hire date.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk or hear. The employee is frequently required to use hands to handle or operate objects or use tools - such as a computer, printers, telephones and other office equipment. Occasionally, the employee is required to climb or balance, stoop, kneel, crouch or crawl. Sufficient vision, hearing and stamina to perform the above functions are required. The employee must occasionally lift and/or move objects up to 40 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

While performing the duties of this job, the employee works indoors in an office environment but is frequently exposed to outside weather conditions. The employee occasionally works near moving mechanical parts. The employee is, at times, exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office or moderately noisy when in the field.

