

Parks Superintendent

Department: Parks

Reports to: Public Works Director

Hiring Range: \$21.61 - \$25.16

FLSA Status: Non-Exempt

JOB SUMMARY

Under general direction, performs responsible administrative and professional work planning, organization and management of community parks and grounds operations. Responsible for ensuring safe, quality parks and facilities. Possesses considerable responsibility in recommending and overseeing the upkeep, upgrade, construction and/or renovation of parks and facilities. Provides highly responsible and administrative support to the Public Works Director.

QUALIFICATIONS

Education and Experience:

High School Diploma or GED; supplemented by (7) years progressively responsible experience in public parks and facilities work, to include four (4) years within a lead capacity; or an equivalent combination of education, training, and experience.

Special Qualifications

- Possession of a valid State of Texas Class C driver's license.
- Possession of a valid Texas Department of Agriculture Noncommercial Political Subdivision Applicator License, including: 1) 3A Lawn and Ornamental Pest Control – Landscape Maintenance endorsement and 2) 12. Public Health Pest Control (Vector) endorsement.

Knowledge, Skills and Abilities:

Essential duties and responsibilities may include, but are not limited to, the following:

- Knowledgeable of regulations, policies and procedures that apply to parks and playground equipment safety.
- Knowledgeable of principles and practices of supervision and training.
- Knowledgeable of regulations of pertinent Federal, State and local laws, codes and regulations.
- Knowledgeable of City procedures and policies.
- Knowledgeable of safety standards applicable to maintenance tasks performed in the department.
- Basic knowledge and familiarity in automotive/mechanical repair.
- Advanced interpersonal skills to handle sensitive and confidential situations and documentation.
- Ability to establish and maintain an effective and respectful work relationship with City officials, city staff, vendors and the general public.
- Ability to provide excellent public relations and customer service skills.
- Ability to convey a positive professional image by action, communication and appearance.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to deal with frequent change, delays or unexpected events.
- Ability to manage emergency situations and use good judgment in determining proper response.
- Ability to communicate effectively, present ideas and concepts with clarity, and prepare and make effective oral and written presentations.
- Ability to exhibit regular, reliable and punctual attendance which is an essential function of this job.

- Ability to operate tools and equipment.
- Ability to develop and administer work plans, policies and procedures.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to operate a computer and other office equipment.

ESSENTIAL JOB FUNCTIONS

- Assists in the planning, organization and implementation of parks and facilities goals and objectives; assists in the formulation of division policies and procedures.
- Plans, prioritizes, and implements parks maintenance, repair and development activities; coordinates renovation, construction and development projects.
- Directs, supervises, evaluates and schedules assigned parks and grounds crew personnel and supervisory staff.
- Manages assigned parks and facilities and ensures the safety and cleanliness of parks equipment; inspects park grounds and facilities and submits recommendations on the upkeep, upgrade, construction and/or renovation of parks.
- 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.
- Serves as project supervisor for parks projects and monitors facilities improvements and consults with contractors to ensure safety, cost effectiveness, aesthetics and compliance with City policies.
- Researches and evaluates existing facilities and park grounds to ensure the safety, general welfare and enjoyment of the general public.
- Ensures leadership, decision making, and relationships with supervisors and employees are handled per policy and regulation.
- Oversees recruiting hiring, development, coaching, performance appraisals and dismissal for the Parks Division. Responsible for onboarding of new employees to establish City expectations for excellent customer service.
- Oversees and implements day to day usage of the Division Budget.
- Ensures that work orders, maintenance and improvement projects and directives are completed and tasks are completed in a timely and safe manner. Provides support for and coordinates maintenance activities as needed.
- Ensures positive relationships with internal and external customers are maintained.
- Develops and implements division policy and standard operational procedures.
- May be required to work on a twenty-four (24) hour stand-by on call basis.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is regularly exposed to hot, cold, wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually moderately noisy.