

PARK SUPERINTENDENT

GENERAL STATEMENT OF DUTIES: Performs a variety of skilled professional duties in the operation, management, maintenance and repair of park facilities, warehousing and inventory control; supervises a wide variety of staff; works under general supervision performs related duties as required.

STATEMENT OF TASKS:

Plans, organizes and supervises maintenance and repair of all buildings, facilities and grounds, as well as designated construction projects;
Plans and supervises warehouse operations including purchasing, equipment repair and functions of the motor pool;
Coordinates work with contractors on park construction projects;
Conducts field inspections to review the status of park projects, maintenance of buildings, grounds areas and related facilities;
Prepares cost estimates and tentative budgets for individual projects;
Gives technical advice and assistance to subordinates and acts as liaison to professional consultants;
Trains and supervises a wide variety of subordinates and assigns and reviews their work;
Establishes annual maintenance programs for facilities and grounds;
Develops annual goals and evaluates progress towards those goals;
Maintains current inventory information of parts, equipment and facilities, which is used to update the Parks data base inventory program;
Coordinates equipment schedules and assignments;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of park development, facilities construction, building and grounds maintenance, methods, trends, equipment, materials, tools and employee capabilities;
Ability to read and interpret engineering plans and specifications;
Ability to plan, direct, and schedule personnel;
Ability to work tactfully with the general public, subordinates and other staff;
Ability to train, schedule, direct and supervise work of subordinate employees and to coordinate assignments with facility use;
Ability to use a computer and associated software;
Knowledge, ability and skill to maintain and repair vintage machines and equipment associated with Crossroads Village;
Knowledge of the principles, application and objectives of horticulture practices and the ability to use herbicides, pesticides, fungicides and fertilizers;
Ability to attend work regularly and work under stressful conditions.
Ability to prepare and maintain necessary reports and records;

MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited school **and** three (3) years supervisory experience in a building and grounds, facility management or other related position;

OR

An Associate's Degree from an accredited school **and** five (5) years supervisory experience in a building and grounds, facility management or other related position.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license;

Must be willing to work weekends, holidays and irregular hours (may be required to be on call), **and** Have, or obtain with one (1) year of hire: Commerical Pesticide Application Certification, Certified Playground Inspector, and any other certification which are needed for parks operations.



Human Resources Director

Established: October 9, 1991
Revised: October 21, 2016