PARKS SUPERINTENDENT

DEFINITION

Under the general supervision of the Director of Public Works plans and manages all activities related to the development, landscaping and maintenance of City parks, government buildings, recreational facilities, and other landscaped areas within the City. This is a mid-management, supervisory position.

EXAMPLES OF ESSENTIAL DUTIES

- Develop, administer and supervise the overall operations of the City's park and facility maintenance program, including implementation of a preventative maintenance system.
- Establish rules, procedures and standards of work; is responsible for the training of staff with regard to established rules, procedures and work standards.
- Ensure that parks and City facilities remain in compliance with State, Federal and Local laws and regulations; provide sound parks planning, site analysis, habitat restoration, trail construction & use and resource management that will ensure the current and future safety of City parks and facilities; access risk management and liability exposure at all parks, playgrounds and City buildings
- Implement and monitor Integrated Pest Management programs as it pertains to landscaping and building maintenance; identify and manage pests and disease; develop control methods.
- Train staff on safe use of equipment; maintain Material Safety Data Sheets on all hazardous substances that the
 parks/building staff may work with or around; ensure that Material Safety Data Sheets are readily available to
 employees and that parks and buildings staff have read and understand the information contained in them;
 conduct required safety meetings with staff.
- Attend, meetings, workshops and trainings in addition to reading professional manuals to stay abreast of new
 and existing regulations affecting areas of responsibility; establish partnerships with other government agencies,
 legislatures and lobbyist to review and recommend regulatory compliance, funding opportunities, and general
 advocacy for programs.
- Interview and hire applicants for part-time, seasonal, temporary and contract positions; participate in interview process and make hiring recommendations for full-time positions within the parks and buildings division.
- Formally evaluate the work of others within the parameters of the City's evaluation guidelines; make recommendations to the Director of Public Works with regard to promotions and discharge of employees within the parks and buildings division.
- Develop and administer contracts for consultants and contractors employed by the parks and buildings division.
- Prepare Request For Bid (RFP's), Bid Specifications, contract documents and requisitions for materials and equipment; evaluate bidders and recommend bid awards.

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- Develop and manage annual contracts for capital improvements, safety inspections, repairs and maintenance of City Parks and facilities, providing both administrative and on-site project management; administer the division's capitol equipment purchases and inventory.
- Prepare and administer the parks and buildings division budget; identify and apply for available funding sources including; research, preparation and administration of state, federal and local grants; administer and update fee schedule for facility usage and revenue generating program operations.
- Assess present and future needs for recreation, park areas and facilities; and plan for future acquisition, restoration and development
- Coordinate activities and service delivery with other City divisions/departments, and with outside agencies and organizations.
- Oversee the park master planning process; assist with the update of the Park and Recreation Element of the General Plan; interpret and apply Land Use Development Guidelines in addition to review and recommendation of LUDG requirements as they pertain to the impacts on park use and development.
- Administer facility energy management systems, the Adopt-A-Park-Program, the urban forestry program, and Municipal street trees, parking lot and park tree programs, including hazard tree evaluation and removal.
- Respond to public and media inquiries; review and resolve citizen concerns.
- Serve as staff liaison to City committees; prepare and present reports to City Council.
- Prepare accident/incident reports as necessary.
- Submit regular reports to the Public Works Director.
- Perform other related duties as assigned.

REQUIRED KNOWLDEGE & SKILLS

Knowledge of: Federal, State, local laws and other regulations that apply to areas of responsibility; OSHA and HAZMAT regulations that apply to areas of responsibility; parks and facility maintenance and administration; proper materials, tools, equipment and procedures required to safely and efficiently perform duties in areas of responsibility; budget development and administration; grant application and administration; principles and practices of employee supervision and training; standard office computer software, including word-processing, spreadsheets, and data base programs.

<u>Skill in:</u> The operation and maintenance of landscape and building maintenance tools and equipment, reading, understanding, interpreting and applying a wide variety of written materials including legal requirements, regulations

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and safety materials and technical manuals; mathematical ability to calculate complex formulas and quantities of material and personnel requirements; writing ability to execute work orders, requisition forms an other reports; budget development and administration; oral communication skill to coordinate and supervise the work of others; interpersonal skill to respond to requests, inquires and/or complaints and to work with supervisor, subordinate staff, employees in other City departments, and representatives of other agencies; supervisory ability to coordinate different expertise into team effort, to coordinate labor with materials and equipment, and to motivate employee performance in an atmosphere that promotes good morale; acquiring up-to-date industry information; developing and maintaining inventory systems.

ADDITIONAL REQUIREMENTS

- Must have physical ability, with or without reasonable accommodation, to stoop and reach, to lift and carry up to one hundred (100) pounds, and to work outdoors in inclement weather.
- Must have the ability and be willing to climb ladders of up to 20 feet in height and to work in cramped spaces.
- Must have the ability and be willing to work with and around pesticides and solvents.
- Must possess a Valid California Driver's License.
- Must possess, **or obtain before achieving permanent status**, the following certification, or an acceptable equivalent:
 - o Pesticide Application
 - o Arboriculture
 - o Playground Safety Inspector
- Must be willing and available to attend meetings after normal work hours and to travel for trainings and/or meetings as required.
- Must be willing and available to work extended and/or varying hours as necessary to complete duties.

EXPERIENCE AND TRAINING

Applicants must have experience and/or training, which would demonstrate possession of the required knowledge and skills outlined above. *An example would be:* a Bachelor's Degree in Park and Recreation Administration, Landscape Architecture, or another related field and 4-6 years experience in a progressively responsible supervisory position with administrative responsibilities.

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