

FLSA: EXEMPT



PARKS SUPERINTENDENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under administrative direction, manages City parks and parks facilities maintenance activities. Responsibilities include planning, organizing, and evaluating daily operations and activities of the Parks Department and its staff. Which includes maintenance, construction and development of common landscaped areas, City-owned open space land, turf, shrub, tree and ornamental groundcover maintenance, playground equipment, irrigation systems, facilities inspections, maintenance, and repairs.

DISTINGUISHING CHARACTERISTICS

The Parks Superintendent is a management-level class. The incumbent plans, organizes, directs, and coordinates the activities of the Parks Department which includes maintenance, construction and operation of City parks, parks facilities and open spaces. Collaborates with other City departments and outside entities on Parks activities and provides highly complex staff assistance to the Assistant City Manager/Community Development Director.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant City Manager/Community Development Director. Exercises direct and general supervision over supervisory and maintenance staff or volunteer personnel within the Parks Department.

ESSENTIAL FUNCTIONS (include but are not limited to the following):

- Prioritizing daily tasks, projects, and the use of staff and other resources, and deal with complex problems, both with the public and City staff.
- Participate in daily maintenance activities and special projects as necessary.
- Determines and recommends equipment, material, and staffing needs for assigned operations, projects, and programs; prepares detailed cost estimates; maintains a variety of records and reports.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of parks and facilities maintenance programs; assesses and monitors workloads; identifies opportunities for improvement.
- Assists the Community Development Director with the preparation of the Parks Department budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Assists the Community Development Director with presentations, reports, and agenda items for City Council and Commissions.
- Prepares and files monthly pesticide usage reports, policies, procedures, and other written materials.
- As the City Arborist, oversees and manages assessment of Right of Way trees within City boundaries.
- Responds to service requests from the public related to trees.
- Investigates complaints and recommends corrective action as necessary.
- Represents the department to outside agencies and organizations to include recreational activities and sports leagues; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Under the guidance of the Community Development Director, implements recreational programs and activities in conjunction with outside agencies (e.g., California Department of Parks and Recreation and Sonoma County Parks) and area non-profit organizations (e.g., Cloverdale Youth Soccer, Cloverdale Little League, YMCA, and Cloverdale Senior Multipurpose Center) as allowed for and provided for in the annual adopted budget.
- Recruits, interviews, and selects staff; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the department.

- Provides instruction and training in safe methods and precautions in the use of tools, equipment, pesticides, and other chemicals used in Parks operations
- Responds to local emergency situations as necessary, in collaboration with other City Departments, including but not limited to water main repairs/breaks, sewer main repairs/leaks and other local emergencies and participates as necessary in the Emergency Operations Center.
- Performs other duties as assigned.

ABILITY TO

Oversee and participate in the supervision of the trees and parks sections; select, supervise, train, and evaluate staff; plan, organize, and direct the work of subordinate staff; supervise and direct the operations and activities of the trees and parks maintenance; estimate time, materials, and equipment needed to complete projects; read and understand plans and specifications; coordinate and conduct training programs for staff; respond to issues and concerns from the community; prepare, organize, and maintain inspection field and office data, and reports; perform required mathematical computations; consult effectively with management, staff, and the public; serve as a liaison between various public agencies; participate in developing and administering a budget; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification.)*

EDUCATION AND/OR EXPERIENCE

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Parks Superintendent. An example of obtaining the required qualifications is to possess five years of experience skilled maintenance work in a relevant field, in addition to three years in a supervisory or lead capacity; and a minimum High School Diploma, college courses, or Associate Degree. Municipal experience preferred.

LICENSE/CERTIFICATE

Possession of, or the ability to obtain, a valid class C California driver's license and the following licenses/certificates:

Possession of an ISA Certified Arborist Certificate (required)

Possession of a Pesticide Qualified Applicator License (required)

Possession of a Water Distribution License Grade I (required)

Possession of Water Distribution License Grade II (Highly Desirable)

Possession of CPR for infant, child, and adult, and Standard First Aid Certificates within six months of appointment

Possession of a Certified Playground Safety Inspector Certificate within two years of hire

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as in the field in Town parks and facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various City and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

WORKING CONDITIONS

Employees in this classification work both indoors in an office setting and outdoors in a variety of weather conditions around parks and facilities, and may be exposed to loud noise levels, cold and hot temperatures, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.