



# Pleasant Valley Recreation and Park District Job Description

<b>Job Title:</b>	Park Superintendent	<b>Category:</b>	Management
<b>Department:</b>	Parks	<b>Prepared Date:</b>	April 2006
<b>Reports To:</b>	General Manager	<b>Approved by:</b>	Board of Directors
<b>FLSA Status:</b>	Exempt	<b>Approved Date:</b>	July 1, 2015

**SUMMARY:** Under general direction, plan, organize, direct and manage operations maintenance and construction of park facilities and open space areas; provide administrative and technical direction to staff, in accordance with District policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Plans, directs and coordinates the alteration, repair, and maintenance of buildings, grounds, open space operations and the enforcement of District ordinances.
- Develops and recommends long-range operations and maintenance programs.
- Analyzes and determines future materials and human resource needs for capital projects and determines types, methods and cost of repairs to existing sites.
- Makes recommendations for building or repair projects and coordinates the implementation of new construction or park improvement projects, interpreting building plans and specifications to do so.
- Prepares annual budget, requests for the funding of buildings and grounds maintenance, and controls expenditures.
- Maintain records of work requests, projects scheduled and all phases of project work.
- Conducts periodic inspections of facilities and reviews the work of employees for the compliance with District standards.
- Receives, stores, and disposes of excess and/or unserviceable property pursuant to District policies and procedures.
- Selects, supervises, trains and evaluates employees.
- Recommend and implement District's customer service ethic, and changes to District policy and procedures.
- Resolves citizen and other agency complaints and issues.
- Maintain records of work requests, projects scheduled and all phases of project work.
- May be asked to negotiate union contracts.
- Will be responsible for Parks Department RFP's.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Thorough knowledge of: relevant parks and recreation program administration, organization, management and planning theories, policies, practices and techniques; related public and business administration principles and practices relative to financial management and customer-focused program development and administration.
- Thorough knowledge of the full range of supervisory principles and practices, labor relations and personnel management.
- Thorough knowledge of and ability to use computer software applicable to the duties of the position.
- Working knowledge of budgetary principles and procedures.
- Working knowledge of relevant State and Federal laws, rules and regulations.
- Ability to manage a wide variety of parks programs, activities and facilities.
- Ability to develop and maintain effective division policies, practices, and standards within public policy parameters.
- Ability to oversee the implementation of effective business procedures in enterprise operations.
- Ability to provide policy-level consultation on District Parks matters. Ability to exercise considerable judgment in planning for future parks development.



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- Ability to prepare, administer, and monitor the division budget. Ability to work with a high degree of independence.
- Ability to hire, train, assign, evaluate and discipline employees. Ability to manage personnel both directly and through subordinate supervisors. Ability to organize, direct, coordinate, evaluate and control the activities of clerical, technical and professional employees. Ability to establish and maintain effective working and public relationships and to represent Parks interests in a wide variety of venues.
- Ability to effectively develop and communicate technical recommendations to Boards, Commissions, elected officials, other governmental officials and the public. Ability to prepare and present persuasive written and oral reports and recommendations. Ability to communicate effectively both orally and in writing and to speak persuasively before diverse groups. Ability to attend meetings and other functions during the evening and/or on weekends.
- Ability to maintain adequate attendance.

**EDUCATION and/or EXPERIENCE:** Bachelor's Degree in Park Administration, Ornamental Horticulture, Landscape Architecture or related field, five (5) years of increasingly responsible experience in landscape and building maintenance or crafts work including at least three (3) years of supervisory experience; or an equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** California Driver's License; Agricultural Pest Control Advisor's License, Certified Arborist, Irrigation Auditor Certificate, and Playground Safety Inspector Certificate are desirable. CPR and First Aid Certification required no later than six (6) months after employment.

**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 stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.