



**PARKS SUPERINTENDENT
JOB DESCRIPTION**

JOB TITLE: Parks Superintendent	CLASSIFICATION: Officials/Administrator	IMMEDIATE SUPERVISOR: Parks and Recreation Director
PAY GRADE: 131	DEPT: 7200 Parks	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> <u>BARG UNIT</u> <u>NON-BARG UNIT</u>

JOB SUMMARY: Supervises employees and contractors, and performs a variety of semi-skilled diversified tasks in the management and general maintenance of parks and recreational facilities to include the buildings, grounds, irrigation, pest control, and structures located within all the park locations.

SUPERVISION EXERCISED: General Maintenance Workers I, II, Irrigation and Pest Control/Spray Technicians, Skilled Trades Workers, and contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises and determines most efficient manner to assign employees in general maintenance of athletic facilities, parks, park facilities, park furniture and other related park responsibilities. Supervises and oversees operations run by third party operators.
- Supervises semi-skilled carpentry, masonry, painting, landscaping, spray and pest control, sprinkler, pump and other tasks pertaining to the general maintenance of building, grounds and parks property.
- Prepares, maintains, and coordinates accurate maintenance, inspection, and service schedules for all Parks and Park Equipment. Able to use computer equipment and log into a log/spreadsheet system. Utilizes computer software programs such as Excel, Word, and Outlook.
- Has general knowledge and ability to operate all equipment for the general maintenance of Park facilities. Trains or has the ability to get training for staff on all equipment used in daily operations.
- Has significant knowledge of ground maintenance including turf and ornamental, fertilizer and chemical treatment. Ability to purchase and apply pesticides and fertilizers. Knowledge of tree and shrubbery pruning and removal.
- Conducts employee performance evaluations; disciplinary actions, corrective action notices, and assists the Parks and Recreation Director with personnel matters.
- Assists the Parks and Recreation Director with budget development and monitoring. Makes recommendations for sub-contracting work.
- Purchases supplies and equipment as needed. Follows purchasing guidelines and properly bids out projects, work orders, and purchases within department.
- Responsible for training and enforcing safety procedures and regulations. Notifies Human Resource Dept of any theft or accidents, records on proper forms, and takes photos of evidence, interviews witnesses, etc.

- Checks the payroll system daily for punch in/out times, discrepancies and approval of personal leave time and overtime. Schedules staff overtime.
- Checks Village Vehicles for cleanliness, seatbelt compliance, and damage assessment.

OTHER DUTIES:

- Responds to emergency calls and citizen inquiries and complaints.
- Works overtime as needed.
- Makes operating decisions on-site in the absence of the Director.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma; College Degree in Forestry/Parks & Recreation Preferred, or related field; or certifications (see special requirements)
- At least five (5) years progressively responsible field and supervisory experience;
- Preferred at least three (3) years in golf course maintenance experience.
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Considerable knowledge of the principles, practices and techniques of park and grounds maintenance, or a related field.
- Considerable knowledge of the basic principles and practices of equipment and supplies used to perform minor repairs and various semi-skilled tasks.
- Considerable knowledge of safety hazards and applicable safety precautions.
- Considerable skill in the use of common hand tools and mechanical equipment.
- Considerable skill in heavy manual labor for extended periods of time under varying weather conditions.
- Ability to understand, follow and implement oral and written instructions.
- Ability to supervise others and delegate, communicate and articulate clear directives.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to work under pressure, meet deadlines for multiple projects and events.
- Ability to utilize computer equipment and software, organizational and office skills.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license or ability to obtain one at the time of hire. No more than two (2) moving violations within the last twelve (12) month period. No more than six (6) violation points on your license within the last twenty four (24) months.
- Preferred CDL, or ability to obtain one.
- Experience in the operation and routine maintenance of parks equipment;
- Irrigation Systems or Irrigation Technology class or irrigation education course within twenty four (24) months of hire.

- Aquatic Facility Certification (AFO) from the National Recreation and Park Association or Pool/Spa Operator (CPO) or similar certification for interactive water features or ability to get one within eighteen months of hire.
- Preferred Certified Playground Safety Inspector (CPSI) Certification or ability to get one.
- Certified Arborist and/or Horticulturist Certification, or equivalent education, or the ability to get one within twenty four (24) month of hire (FNGLA Organization Certifications)
- Preferred license for Public Pest Control and Public Applicator through the Dept. of Agriculture and Consumer Services or the ability to get one.

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 regularly required to use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand and walk. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl, and talk or hear.

The employee must frequently lift and/or move up to 50 pounds, occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

TOOLS & EQUIPMENT USED:

Trucks, tractors, mowers, electric and gas powered tools, hand tools, and other associated equipment used in the parks and recreation structures, facilities and projects. Office equipment such as computer, phone, calculator, copy machine, fax machine, etc.

ENVIRONMENTAL CONDITIONS:

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 regularly works in outside weather conditions, and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes or airborne particles, and vibration. The employee frequently works in high, precarious places, and regularly works near moving mechanical parts. The

employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, criminal, DMV and reference check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION HISTORY:

- Created 10/01/88
- Revised 03/12/98
- Revised 07/10/02
- Revised 10/17/08
- Revised 08/21/12
- Revised 06/20/14
- Revised 09/25/19