Parks Superintendent

Job Profile

Job Grade : Not Indicated	**Job Code :** Not Indicated
Department Name For This Position : Parks Superintendent	**Position Reports To :** Assistant Director of Parks and Recreation
Physical Location For This Position : Not Indicated	**This Position Is :** Exempt
This position is safety sensitive : Yes	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

The Parks Superintendent oversees the employees and operations of the Parks Division of the City of Bryant's Parks & Recreation Department. The Parks Superintendent is responsible for the maintenance and improvements to parks facilities and grounds including, but not limited to, Center and Aquatics Center, concession stands, restrooms, athletic fields, open spaces and trails. The Parks Superintendent will ensure that the parks facilities and grounds are kept in top condition for full and productive use.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leads Park Labor Team provides priorities and coordinates the schedules of the maintenance and grounds operation Develops and implements extensive turf maintenance plan for sports fields

Develops work standards and deploys a work force of multiple supervisors, full-time and part-time employees Operates and coordinates a maintenance management system

Works with HR and Assistant Director to interview, hire, and discipline Grounds and Maintenance staff

Assists the Parks Director and Assistant Directors with long range plans Designs and oversees in house improvements to existing facilities

Participates in the design of new, and the rehabilitation of related city facilities

Develops and oversees contracted maintenance work

Assists in the development of the Parks Department maintenance budget and monitors the departments expenditures

Oversees the inspection of contract construction of new and renovated facilities in accordance with industry specifications

Develops, enforces, and maintains safe work practices and conditions to conform to local, state and federal regulatory agencies

Performs manual construction and maintenance work under little or no supervision

Performs operation of equipment such as lawn mowing equipment

May act as temporary relief for other departments as needed

Completes daily logs as assigned

Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

Supervises a MODERATE SIZE GROUP (8-15) of employees, but possibly smaller if difficult, SEMI-TECHNICAL work, requiring considerable direction and assistance, is involved. Plan, direct and coordinate work, make decisions, and perform personally the more difficult aspects of the same broad assignment.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

REGULARLY responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in VERY important monetary losses to the organization. The total value for the above would range form $1,000,000 to $10,000,000.

What departments (if any) are supervised by this position? : Parks

EDUCATION AND EXPERIENCE

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Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college.

EXPERIENCE GENERAL

5 years related experience and/or training.

EXPERIENCE MANAGEMENT

2 years related management experience.

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

MODERATELY DIRECTED. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the

work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also frequent opportunity for decision-making of MAJOR IMPORTANCE, either of which would affect the work operations of SMALL ORGANIZATIONAL COMPONENT and the ORGANIZATION'S CLIENTELE.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee PLANS AND ARRANGES OWN WORK, referring only UNUSUAL CASES TO SUPERVISOR.

ACCURACY

Probable errors would NORMALLY NOT BE DETECTED IN SUCCEEDING OPERATIONS and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would OCCUR QUITE FREQUENTLY in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

MENTAL DEMAND

VERY CLOSE MENTAL DEMAND. Operations requiring VERY CLOSE AND CONTINUOUS ATTENTION for control of operations which require a HIGH DEGREE OF COORDINATION OR IMMEDIATE RESPONSE. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

COMMUNICATION SKILLS

- Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

ACCOUNTABILITES

FREEDOM TO ACT

MODERATELY DIRECTED. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

SMALL: Job creates a monetary impact for the organization from $100K to $1MM.

IMPACT OF JOB ON END RESULTS

MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Valid Arkansas drivers license or a valid drivers license recognized by state of Arkansas.

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Certified Playground Safety Inspector

Aquatics Facility Operator

HVAC-R License from AR Dept of Labor

STMA Certified Sports Field Manager

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

REGULAR CONTACTS with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a LIMITED type of problem for the organization.

CONTACTS WITH EMPLOYEES

Contacts with other departments or offices AND ALSO frequently with individuals in middle level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

REGULAR USE OF COMPLEX machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/CDL, etc.)

SOFTWARE SKILLS REQUIRED

- 10-Key : Basic

- Accounting: Basic
- Alphanumeric Data Entry: Basic
- Contact Management: Basic
- Database: Basic
- Human Resources Systems: Basic
- Payroll Systems: Basic
- Presentation/PowerPoint: Basic
- Programming Languages: Basic
- Spreadsheet: Basic
- Word Processing/Typing: Basic
- Other: Basic

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Regularly
- Walk: Regularly
- Sit: Regularly
- Use hands to finger, handle, or feel: Regularly
- Reach with hands and arms: Regularly
- Climb or balance: Regularly
- Stoop, kneel, crouch, or crawl: Regularly
- Talk or hear: Regularly
- Taste or smell: Regularly

WEIGHT LIFTED

- Up to 10 pounds: Regularly
- Up to 25 pounds: Regularly
- Up to 50 pounds: Regularly
- Up to 100 pounds: Regularly
- More than 100 pounds: Regularly

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).

- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).

PHYSICAL DEMAND

MODERATE DIVERSITY, MODERATELY PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which requires SOMEWHAT DIVERSIFIED PHYSICAL DEMANDS of the employee.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Frequently
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Frequently
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Frequently
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Frequently
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Frequently
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Frequently
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Frequently
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Frequently
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Frequently
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Frequently

LEVEL OF NOISE

Loud (metal can manufacturing department, large equipment, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ADDITIONAL INFORMATION

Ability to use weed eater, lawn mower, chainsaw, carpentry tools, concrete finishing tools, tractors, trucks, yard maintenance equipment and other equipment. Principles and practices of management, selection, appraisal, and motivation of employees; work, planning and control, including estimating and inspection; methods, materials and equipment for the design, construction and maintenance of landscaped and recreational areas and facilities; supervise multiple work units through subordinate supervisors; establish and maintain effective working relationships with others; identify requirements, procedures, and deficiencies in landscape maintenance, including pruning, diseases, growth and aesthetics; design and review designs for landscaping and irrigation systems; address and resolve with the public, park related issues and problems; plan, organize and control short and long-term department accountabilities; work safely in potentially hazardous conditions.

Completed by: Charlotte Rue

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