



Job Description

Asst. Parks Superintendent

General Purpose of Position

Assists in management and oversight of the operations of the Parks Department

Major Duties and Responsibilities

Assists in the Development and management the departmental budget

- Proposes line item budget based on prior year
- Tracks expenditures on a daily basis
- Receives and tracks expenses to stay within budget
- Prepares and distributes the appropriate information needed to prepare annual budget
- Assists in Overseeing and maintaining annual budget

Supervises departmental personnel

- Supervises employees, establishing scheduling practices and assigning appropriate tasks
- Completes employee performance evaluations as required by City policy
- Tracks and posts all scheduling, vacation time, comp time, and sick leave according to procedure
- Oversees needed discipline and tracks all applicable documentation
- Assures professional development for each employee

Assists in managing and overseeing departmental operations

- Plans and implements landscape design
- Performs and oversees maintenance of grounds, including landscaping, turf management, and arboricultural activities
- Performs and oversees maintenance of equipment and buildings including cleaning, painting, and minor plumbing, electrical, and carpentry projects
- Repairs and maintains department equipment
- Performs seasonal activities, including hanging and removing seasonal decorations

Repairs and maintains City equipment

- Performs seasonal maintenance
- Sharpens mowing blades
- Replaces equipment belts
- Changes oil in equipment
- Replaces equipment wheels and tires as needed
- Completes other repairs or maintenance as needed

Assists in scheduling departmental projects

- Creates schedule in conjunction with departmental priorities
- Calculates and determines supplies and equipment needed for projects

- Orders supplies for projects
- Assures work is done satisfactorily

Participates in public relations and education

- Communicates regularly with various user groups, including City staff and other government entities
- Serves as the staff liaison to and works with City or community committees as assigned
- Attends committee meetings and other meetings as required
- Provides technical assistance to city officials and the general public regarding parks issues as requested
- Communicates well with public

Assists other departmental staff as needed, including snow removal emergencies

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Non-exempt
Department	Parks
Immediate Supervisor(s)	Parks Superintendent
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	One full-time employee and up to ten part time workers
Type of Work Schedule	Flexible seasonally, longer and weekends in summer
Frequency of Overtime	Frequently during season
Frequency of Night Work	Frequently, seasonally
Shift Position	Not Applicable
On Call Status	Stand-by (waiting to be engaged)
Percentage of Work Indoors	5%
Percentage of Work Outdoors	95%, in all types of weather conditions
Types of Accountabilities	Fiscal, Budgetary, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Daily
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, insecticides, herbicides, marble dust, gasoline, oil, vehicle exhaust, flood water, human waste, close proximity to power lines, noise level usually loud and occasionally very loud
Average Stress Level	Moderately high, varies seasonally
Physical Work Associated With This Position**	Lifting, climbing, raking, shoveling, bending, walk for long periods of time, carrying equipment, pulling and pushing, using a personal computer, using aerial equipment, works near moving mechanical parts, frequently works in outside weather conditions. Able to lift 75 lbs.

*Exposure to chemicals / hazardous materials may not be limited to this list.

**These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.

Education and Experience

The person in this position must have a high school diploma or GED equivalent; at least four years of experience is preferred in relation to grounds keeping maintenance, building maintenance, electrical and plumbing repair; and considerable knowledge of related equipment, facilities, materials, methods and procedures used in maintenance, construction and repair.

Licenses and Certifications

The person in this position must have a valid Missouri driver's license, preferably a Class B CDL, and a driving record free from serious or frequent violations. In addition, Pesticide Applicator certification is preferred. This person must consent to pre-employment drug and alcohol screening and periodic random testing.

Knowledge, Skills and Abilities

Knowledge

- Budgeting principles, practices and procedures
- Supervisory principles, practices and procedures
- Project management practices and procedures
- City's purchasing policies and procedures
- Project costing methods and techniques
- Turf management principles and practices
- Maintenance methods of parks grounds, buildings and equipment
- Basic equipment maintenance and repair
- General layout of the City
- Basic civil engineering principles and procedures
- Construction and maintenance methods
- Proper materials and equipment needed for projects
- Construction and maintenance methods, materials, and equipment
- Parks project planning, development, and construction
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication, as well as complex mathematical operations
- General functions and operations of municipal government

Skills and Abilities

- Apply supervisory techniques to practical situations
- Manage a departmental budget
- Develop bid specifications
- Effectively negotiate contracts and other agreements
- Effectively manage personnel, equipment and supplies to maximize departmental efficiency
- Inspection techniques
- Determine work needed from visual inspections
- Read and understand construction plans and specifications
- Express and implement ideas on technical subjects clearly and concisely
- Plan for future parks improvements projects and city facility needs
- Compile data, analyze information and draw conclusions
- Explain complex concepts in layman's terms
- Establish and maintain effective working relationships with city officials, employees, and officials of other governmental bodies
- Meet and work with contractors, engineering firms, suppliers, and the general public
- Maintain confidentiality

- Proofread reports accurately
- Use various types of office software, including word processing, spreadsheets and project management
- Use common sense
- Pay attention to detail
- Use a 10-key adding machine or calculator
- Complete detailed work accurately
- Basic personal computer operation
- Work effectively with a wide range of people
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City policies and procedures