

# **PARK SUPERINTENDENT**

**General Statement of Duties:** Performs technical and skilled supervisory work in the care and maintenance of a system of City parks, public property, trails, and open spaces.

**Distinguishing Features of the Class:** This position is responsible for performing skilled tasks in the care and maintenance of turf, recreational facilities, trees, landscapes, trails, buildings, historic sites, and other natural and built elements located in City parks and public property. The position supervises a group of park maintenance workers and other skilled trade employees. The work is performed under general direction of the Director of Parks, Recreation, and Public Property with incumbent exercising considerable latitude and independence to achieve division goals.

## **Areas of Accountability:**

1. Supervises Park Maintenance division personnel:
  - Plans and assigns work delegating authority and responsibilities to subordinates
  - Supervises employees in accordance with proper Personnel Policy and employee contracts
  - Reviews and evaluates performance of subordinate employees
  - Instructs employees on proper work procedures, safety rules, and the care/use of equipment
  - Recommends hiring and disciplinary actions for both full-time, part-time, and seasonal employees
  
2. Directs and coordinates the activities of the Park Maintenance Division:
  - Assists the Director in the development of short and long range park plans
  - Manages small construction/rehabilitation projects of parks and their elements
  - Produces bid documents for forestry and other contracted services
  - Represents the park division on design teams established for large scale projects within parks or their facilities
  - Represents the park division with groups and special events organizations to ensure proper coordination and appropriate use of park and park facilities
  - Manages the park division annual budget and operates within the budget's limitations.
  
3. Plans, schedules, supervises, and participates in the care and maintenance of turf, recreation facilities, trees, landscapes, irrigation, division equipment, trails, buildings, historic sites, and other natural and built elements:
  - Supervises and participates in the forestry function for tree in parks and City right-of-ways
  - Supervises the care and operation of fountains, light displays, public art, and other elements

- Supervises general park maintenance tasks required to provide safe, high quality public parks, trails, playgrounds, sports fields, shelters, restrooms, parking lots/roads, and historic sites
  - Supervises the application of chemicals used within parks
  - Estimates and requisitions materials, supplies, and equipment needed for the park system
  - Establishes proper maintenance schedules for mowers, pumps, and other assigned equipment
4. Maintains effective working relationships with subordinates, other City staff, and the public:
- Responds to questions and complaints from the public and other City staff
  - Maintains open communication with subordinate employees
5. Maintains proper records
6. Advises and makes recommendations:
- Reviews policies, practices, procedures, and priorities of division making recommendations for changes and improvements
  - Recommends personnel actions concerning subordinates employees
  - Prepares division's annual budget and inventory
7. Develops and implements comprehensive plans for accomplishment of division goals
8. Other duties as assigned

**Required Knowledge, Skills and Abilities:**

- Considerable knowledge of methods, practices, and equipment utilized in parks and public property urban forestry management program
- Considerable knowledge of propagation, planting, cultivation, pruning, and maintenance of plants
- Knowledge of pesticide application
- Knowledge of the requirements for growing flowers, shrubs, and trees in a nursery or greenhouse
- Knowledge of safety precautions applicable to the duties of the department
- Ability to maintain necessary records and prepare reports
- Ability to plan, assign, and supervise the work of others
- Ability to understand oral or written instruction
- Ability to maintain accurate records and reports
- Ability to deal tactfully and courteously with the public and outside contractors
- Ability to perform physical tasks of employees as needed
- Ability to work outside in all weather conditions
- Ability to utilize a computer and various software applications including a tree inventory system and a time/attendance system to conduct office duties

**Acceptable Experience and Training:**

- Two years of college in Horticulture, Turf Maintenance, Agronomy, Urban Forestry, Outdoor Recreation or a closely related field plus two years' experience in performing park maintenance, athletic field maintenance, urban forestry practices, or horticultural maintenance, or any combination of education, training, and experience which provides the required knowledge, skills, and abilities
- Must have a valid driver's license
- Must obtain a certified Arborist Certification and an Iowa Pesticide Applicator's License within 12 months of employment