

CITY OF HELENA



Position Title: Parks Superintendent

Department: Parks and Recreation

Position #: 14608

Grade: 155

EEO Category: (08) Service Maintenance

FLSA: Exempt

EEO Function: (06) Natural Resources

Work Comp Code: 9410

DEFINITION

Under general direction, supervise, plan, and coordinate the activities and operations of the Parks Maintenance Division within the Parks and Recreation Department; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Parks and Recreation Director.

SUPERVISION RECEIVED

Supervised by the Parks and Recreation Director.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, technical, and maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for the Parks Maintenance Division including the maintenance, repair, and construction of recreational and community facilities including parks, gardens, playgrounds and equipment, swimming pool and water park, outdoor skating rinks, tennis courts, ball fields, paths and trails and related urban tree management program, weed maintenance division, , and recreation programs.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Parks Maintenance Division; identify resource needs; recommend and implement policies and procedures; identify maintenance standards and document accomplishments; provide park data for national databases.

Direct, coordinate, and review the work plan for the Parks Maintenance Division; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements and ensure management controls are followed.

Provide staff assistance to the Parks and Recreation Director; prepare and present staff reports and other necessary correspondence; participate in overall department planning efforts and project coordination.

Participate in the development and administration of the Parks Maintenance program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations. Monitor park use agreements and partnership programs to ensure overall objectives, roles and responsibilities are being met.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; ensure accurate and complete documentation and implement discipline and termination procedures.

Important & Essential Duties cont.:

Supervise the operation of construction equipment and power tools in the area of assignment; ensure the proper utilization of safety precautions related to all work performed; provide safety training and operation instruction for employees.

Plan and layout park landscaping and maintenance work projects; prepare time, material, and equipment estimates for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.

Oversee the division preventative maintenance program; assist in the establishment of priorities regarding repair, replacement, abandonment, and/or disposition or surplus parkland, structures, and equipment; assist in maintaining current properties inventory.

Assume responsibility for the general maintenance of the park buildings; perform painting, carpentry, plumbing, electrical maintenance repairs, and winterization of all facilities including heating systems, electrical fixtures, lavatory fixtures, pipes, fittings, and sewer systems.

Oversee the proper operation and maintenance of irrigation systems; design the application and location of irrigation systems; maintain and repair valves, sprinkler heads, quick couplers, drains, pipes, and electronic timers; maintain, operate, and monitor wells and pump stations.

Supervise mowing, verticutting, aerating, fertilizing, watering, and controlling of pests and diseases of the park lawns; supervise the planting, care, and maintenance of trees and shrubs; perform ground preparation for new trees, shrubs, and vegetation plantings.

Control, monitor, and direct the application of dangerous/hazardous chemicals in the control of pests and diseases; ensure compliance with State and Federal laws and regulations; keep current on laws and regulations regarding use of EPA sensitive products and procedures; maintain records of use.

Design, review, and inspect landscape and irrigation plans, projects, and installations.

Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

Respond to and resolve difficult inquiries and complaints.

Work with the Parks and Recreation Director to plan for the future needs of the parks and other related facilities and to facilitate the needs of the public by developing cost estimates and projections.

Serve as the Parks and Recreation Director upon the request or absence of the Parks and Recreation Director.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks maintenance.

OTHER JOB RELATED DUTIES

Perform other duties as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to

the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive parks maintenance program.

Park landscape design principles and practices.

Principles and practices of forestry and tree care, lawn care, horticulture, and landscaping.

Methods, practices, procedures, and techniques of swimming pool, boiler, chlorination, and purification system maintenance.

Principles and practices of the installation, maintenance, and repair of irrigation systems including wells and pumps.

Occupational hazards and standard safety precautions necessary in the area of public parks and grounds and recreational facility maintenance and repairs.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Pre- and post-emergent herbicides and pesticides.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Manage and coordinate the work of supervisory, technical, and maintenance personnel involved in various parks construction repair and maintenance activities.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Plan for the future needs of the parks and to facilitate the needs of the public by developing cost estimates and projections.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Ensure the maximum utilization of manpower, equipment, and supplies.

Accurately determine project material needs.

Prepare and maintain accurate and complete records.

Ability to cont.:

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands/ Work Environment

Ability to sit, stand, walk, kneel, crouch, stoop, squat, reach, crawl, twist, climb, see, hear, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of responsible parks maintenance and landscaping experience including mechanical, electrical, plumbing, carpentry, and equipment operation experience and three years of supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in park maintenance, horticulture or a related field.

License or Certificate:

Possession of a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____

Effective Date: March 1999

Updated: September 2012