



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Parks Superintendent

Department: Parks & Recreation Reports to: Parks & Recreation Director Pay Grade: H15
Date Established: 3/2014 Date Revised: 2/2018 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Parks Department Superintendent directs the employees and operations of the Parks Division of the City's Parks & Recreation Department. The Superintendent is responsible for park operations, maintenance, development, and construction, including short- and long-range priorities. This job manages daily operations, making work assignments, allocating resources and assets and monitoring project progress and completion. Administrative duties include budget implementation and compliance, monitoring purchase card records, coordinating park activities with community groups and organizations and supervising staff. This job also serves as Parks and Recreation Director in that employee's absence.

The job directly supervises the Parks Supervisor and Rose Garden positions and indirectly supervises the remainder of the Division employees. The job is supervised by the Parks & Recreation Director.

The job requires strong leadership abilities and communication skills to establish and maintain effective working relationships within and outside the Parks and Recreation Department with employees, community groups, organizations, political leaders and the general public. The job requires knowledge of the methods and objectives of the operation, maintenance, and development of the City parks and recreational facilities.

The work environment includes an office, shop, and outdoor environment where the noise level in the work environment is usually moderate. The employee works in varied weather conditions and is occasionally exposed to noisy and/or loud equipment, hazardous chemicals, moving vehicles, and equipment which subjects the employee to hazards.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Directs park operations and daily park department activities including maintenance, development, and construction. Coordinates operations with other Parks & Recreation divisions. Determines short- and long-range priorities, makes work assignments, allocates resources and assets, and supervises completion. Participates in short- and long-term planning for Department operations.

Directs the employees and operations of the Parks Division of the City's Parks & Recreation Department. Hires, supervises, trains, schedules, assigns duties, evaluates, and disciplines employees, including terminations.

Creates and implements the Park Division's annual budget. Monitors spending for budget compliance. Supervises use of City purchase card by employees and reviews their reconciled monthly statements.

Coordinates activities, projects, and park use with community groups and organizations. Responds to public inquiries, comments, and requests for information. Responds to and resolves public complaints.

Creates and maintains records, documents, and logs. Prepares and presents periodic reports, as directed.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of the operation, maintenance, and development of City parks and recreation facilities;
- Municipal budgeting processes, including budget creation, implementation, and compliance;
- Employee hiring, supervision, scheduling, training, evaluation, disciplinary, and termination methods, techniques, and objectives;
- Department policies, procedures, and protocols;
- Methods, techniques, and objectives of grounds and golf course maintenance, including but not limited to, mowing, trimming, planting, weeding, pruning, irrigation, fertilization, turf and/or pest control, and snow removal;
- Methods and techniques of building trade skills, including but not limited to, electrical, plumbing, carpentry, mechanical, painting, welding, and concrete;
- Methods, techniques, and objectives of vehicle and equipment maintenance and repair;
- Safe operation of hand and power tools;
- Preparation and maintenance of documents, records, and logs;
- Operation of basic office equipment including a personal computer and job-related software applications;
- State, local, and other applicable building, safety, and health codes and regulations;
- Applicable regulations and policies regarding safe application of fertilizers, herbicides, and pesticides;
- Federal regulations and City policies regarding safe work practices relating to use of equipment, power tools, ladders and bucket trucks, grounds keeping equipment, light and medium equipment, and repair and maintenance materials.

Skill and Ability to:

- Direct the employees and operations of the Parks Division of the City's Parks & Recreation Department;
- Direct park operations, maintenance, development, and construction;
- Coordinate operations with other Parks & Recreation divisions;
- Determine short- and long-range priorities, make work assignments, allocate resources and assets, and supervise completion;
- Participate in short- and long-term planning for Department operations;
- Create, implement, and monitor a budget;
- Supervise use of City purchase card by employees, reconciling monthly statements;
- Hire, supervise, train, schedule, assign duties, evaluate, and discipline employees, including terminations;
- Respond to public inquiries, comments, requests for information, and complaints;
- Coordinate activities, projects, and park use with community groups and organizations;
- Create and maintain records, documents, and logs;
- Prepare and present periodic reports, as directed;
- Supervise grounds keeping and landscaping work in the City parks, golf courses, public areas, and recreation/sports areas, including, but not limited to, mowing, trimming, fertilizing, irrigation, and pest and weed control;
- Supervise building construction and maintenance work including carpentry, painting, electrical, plumbing, welding, and concrete assignments;
- Supervise City forestry work including tree planting, trimming, pruning, care, and removal;

- Supervise the operation, maintenance, and repair of vehicles and equipment, including light and medium equipment and power tools;
- Operate a motor vehicle;
- Operate basic office equipment including a personal computer and including job-related software applications;
- Read and interpret technical manuals, blueprints, and diagrams;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Work independently and exercise initiative, with general guidance and supervision;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Bachelors degree in a related field is preferred;
- Idaho drivers license required;
- CPRP (Certified Park and Recreation Professional) certification preferred;
- Three (3) to five (5) years experience in park management and employee supervision is required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and climb ladders. The job requires hand/finger dexterity to handle materials, manipulate tools, operate a computer, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.