

# City of Watsonville

## Job Description

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JOB TITLE: Parks Superintendent

DATE APPROVED: September 2015

DEPARTMENT: Parks and Community Services

SUPERSEDES: September 1991

REPORTS TO: Parks and Community Services Director or Designee

SUPERVISION: Parks Maintenance Division

EMPLOYEE UNIT: Management

FLSA: Exempt

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### **JOB SUMMARY:**

To plan, organize, direct, coordinate and evaluate the development, construction, and maintenance of the City parks system and public grounds and to prepare the park's divisions operations and capital improvements budgets and to perform other work as required. Employees in this management classification direct, coordinate, supervise and formally evaluate the work of others. This job class is responsible for a variety of park development, maintenance and operation programs and services and functions at a full administrative level of classification.

### **DISTINGUISHING CHARACTERISTICS:**

This job class is responsible for the successful day-to-day operations of the Parks Maintenance Division. This position functions at a full supervisory level of classification directing, coordinating, supervising and formally evaluating the work of others.

### **EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Plans, organizes, directs, coordinates, and evaluates the development, construction, operation, and maintenance of the City park system, tree programs, public grounds, street medians, and landscaped areas
- Develop and maintain maintenance standards
- Prepare and update maintenance and operational manual
- Assists with recruiting, hiring, assigning, training and evaluating the work of parks division staff, including managers, supervisors, utility workers, and park maintenance workers
- Prepares cost estimates for parks repair and maintenance; estimates labor, equipment and material requirements
- Assures that pesticide use and hazardous waste disposal meets legal requirements and keeps abreast of changes in safety and pesticide use laws and regulations
- Prepares and justifies parks division budget and controls expenditures
- Assesses community park and open space needs and participates in the planning process for

- development, construction, and maintenance of parks, public grounds, and open space
- Prepares and supervises the maintenance of a variety of records and reports
- Prepares components of the community parks master plan
- May serve as staff representative to commissions, committees and/or task forces
- Prepares request for proposals; reviews bids and recommends contract agreements
- Negotiates and prepares contracts for outside services
- Determines the orders of division equipment, materials and supplies, supervises inventory, and directs equipment maintenance programs
- Assists in the development of departmental policies, work standards, and coordinates park operations and business functions with recreation division
- Provides technical assistance, coordination, and guidance to Department Director, landscape architects, construction contractors as required, performing design, construction or maintenance projects
- Directs the City's street tree program and approves permits for removal and trimming of trees. Administers the City's historical tree program
- Prepares reports, correspondence, and applications related to park operations, maintenance and construction
- Meets with community groups, members of the public, school district personnel, as required, to coordinate cooperative efforts in construction and operations, and responds to complaints and questions
- Establish and maintain effective working relationship with employees, private consultants, public officials, donors, community partners and the public
- As backup and demonstration, may perform any of the duties normally assigned to maintenance workers

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- procedures and techniques of planning, organizing, evaluating, and administering park operations
- principles, practices, and techniques of parks design and planning, horticulture, and landscaping
- methods, materials and equipment required in the construction, repair and maintenance of grounds, buildings, and irrigation systems and related facilities
- safety and accessibility requirements for playground and recreation facility design
- principles and practices of supervision and training
- administrative techniques including planning, organizing work and evaluating operations
- engineering principles and practices as applied to park development, construction and maintenance
- the care and cultivation of shrubs, trees, lawns and other plants commonly found in park settings
- methods and techniques used to control insects and diseases that affect grass, plants, shrubs, ground cover and trees including pesticide use
- best practices for storm water management
- pertinent laws and regulatory codes governing and maintenance operations
- modern methods, materials, equipment and tools used in the construction and maintenance of parks and parks facilities
- working knowledge of proper use of vehicles and power and hand tools used in park maintenance and landscaping activities
- contract development and administration

- grant sources and grants administration
- public relations, communications and marketing
- principles and practices of volunteer and donor engagement
- office related software such as word processing, spreadsheet, presentation software

**Ability to:**

- plan, organize, manage, coordinate and evaluate the development, construction, maintenance, and repair of parks and park facilities
- oversee project planning and management of parks and park/recreation facility construction, preservation and/or renovation projects, including land acquisition, public participation processes and project design
- prepare and administer an annual division operations budget and control expenditures
- read and interpret construction plans and specifications and inspect and evaluate construction and maintenance work
- develop and implement work programs for the construction and maintenance of parks and public grounds
- effectively supervise and train subordinates, and enforce safety
- tactfully and courteously deal with the public and communicate effectively, both orally and in writing
- supervise, train and evaluate staff; ensure technical competence and promotes employee development
- evaluate division operations and procedures and develop techniques and procedures to increase efficiency and effectiveness
- define, analyze, evaluate and solve problems with services and programs;
- ensure that staff understand and follow safety procedures and design and conduct safety programs
- negotiate and administer contracts and grants
- determine work priorities and coordinate personnel, materials and equipment
- prepare and monitor division budget
- interpret and explain and apply applicable laws, regulations, ordinances and administrative policies/procedures
- prepare clear and concise oral and written reports
- communicate effectively before groups
- develop and maintain maintenance standards
- interpret plans, blue prints and specifications
- input, access and analyze data using a computer
- ability to work irregular hours or schedules
- respond to city disasters and emergencies

**PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- drive a vehicle, climb into and out of appropriate vehicles; and up and down of stairs and ladders
- distinguish colors
- intermittently bend and twist to reach equipment surrounding work area

- perform physical labor such as lifting/pulling/pushing up to 50 lbs, bend, squat, twist, turn, stoop, reach over head to handle materials, equipment and pick up litter
- move and operate mowers, tractors, weed trimmers, and other comparable equipment for extended periods of time
- may occasionally move equipment\supplies of up to 100 pounds
- walk on uneven surfaces and/or steep terrain and stand for long periods of time
- reach above and at shoulder height
- work outdoors for up to eight hours in variable temperatures and weather conditions
- work under conditions with exposure to high noise levels, strong and unpleasant odors\fumes, vibration from equipment, airborne particles from various materials, and toxic or caustic chemicals
- work safely near moving mechanical parts
- hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment

#### **TRAINING AND EXPERIENCE:**

- Completion of advanced educational study in park management, horticulture, landscape architecture, forestry or a related field and four years of increasingly responsible experience in park maintenance and construction in a supervisory or administrative capacity.

#### **LICENSE & CERTIFICATION:**

- Possess a valid Class B California driver's license, including a safe driving record.
- Possession of a California Certified Pest Control License is desirable.