

City of Watsonville

Job Description



JOB TITLE:	Parks Superintendent	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Parks and Community Services Director or assigned management personnel	
SUPERVISION:	Park Services Manager, Park Supervisor, Parks Crew Leader, Division Employees	
EMPLOYEE UNIT:	Management	
FLSA :	Exempt	

JOB SUMMARY:

Under general guidance, plans, organizes, directs, coordinates and evaluates the development, construction, and maintenance of the City parks and recreational system, including parks, recreational facilities, landscaped medians, greenbelts, urban forest, and other public grounds. Prepares the parks division operation and capital improvement budgets; manages and oversees projects; supervises and formally evaluates the work of Parks Division staff; coordinates effectively with other City Departments, advisory bodies, government agencies, and contractors; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification receive administrative direction within a framework of general guidelines, goals and objectives and exercise direct supervision over subordinate managers and supervisors. This job class functions at a full administrative level of classification and is responsible for a variety of park development, maintenance and operation programs and services. This position is responsible for providing consultation to senior management and to assist with the administration of the Parks Division in close coordination with other Departmental activities. Successful performance of the work requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards. This classification is distinguished from the next lower classification of *Parks Services Manager* in that the latter classification coordinates and supervises the activities and operations of the parks division but does not possess the full scope of administrative functions as does the *Parks Superintendent* classification.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Director, Assistant Director, Recreation Superintendent, and/or in coordination with division staff, other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

1. Leads and directs park operations, development and maintenance activities to ensure the entire system is maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Plans, coordinates, and directs work programs and projects for the construction and maintenance of City parks, recreational facilities, landscaped medians, greenbelts and related public grounds areas through the development and implementation of a maintenance management system.

- b. Establishes and ensures compliance with system-wide maintenance standards.
 - c. Oversees the protection, preservation and maintenance of city owned open space and other facilities with emphasis on patrol, enforcement and interpretation.
 - d. Prepares or directs the preparation of grant and permit applications and reports to various agencies, districts, and commissions; assures program, policy, and project compliance with local, state, and federal guidelines, rules, and regulations.
 - e. Plans, implements, directs and evaluates strategies to improve productivity, reliability, energy costs, water conservation, environmental quality and safety of city parks, landscaped medians, greenbelts, urban forest, and related public grounds; makes field and site visits.
 - f. Participates in the planning process for development, construction and maintenance of parks; assists in leading the implementation of strategic plans and master plans, including the development of Annual Work Plans consistent with the City Council's community priorities.
 - g. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - h. Routinely evaluates and ensures park maintenance operations is strategic, collaborative, and consistent with the Council's goals, priorities, and policies.
 - i. Compliance with established maintenance schedules contributes to high public utilization and low accident rates.
 - j. Determines the orders of division equipment, materials and supplies; supervises inventory; and directs equipment maintenance and safety programs.
 - k. Directs the City's street tree program and approves permits for removal and trimming of trees. Administers the City's historical tree program.
 - l. Prepares reports, correspondence, and applications related to park operations, maintenance and construction.
2. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for all division employees.
 - a. Recruitment, hiring, training and evaluation of parks division staff, including managers, supervisors, utility workers, and park maintenance workers is successful.
 - b. Active listening and feedback clearly and consistently strengthens the quality and quantity of employee performance, teamwork, employee input, and the results being achieved.
 - c. Division employees clearly understand and demonstrate an organizational focus in accomplishing the City Council's priorities and advancing the organization's values
 - d. Development of Departmental policies, work standards, and coordination of park operations and business functions with the recreation division is done with effective teamwork.
 3. Leads Parks Division operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. Customer satisfaction is a division priority and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - b. Coordinates Parks Division operations with Department activities, other City Departments, county, state, and regional agencies and seeks out collaborative service delivery opportunities to improve efficiency, enhance service levels, and increase public participation.
 - c. Investigates and responds to the more complex inquiries and complaints regarding Parks Division activities; resolves technical and operational problems.
 4. Prepares, submits, and administrates an annual division budget including the controls necessary to ensure budgetary compliance, sensitivity to program and facility needs, and careful evaluation of programs, services, and projects.
 - a. Prepares and manages the division's annual budgets and capital improvements, including revenue and operation, maintenance and capital improvement budgets.

- b. Balance of effective maintenance and system improvements is achieved and maintained.
 - c. Current year projects, programs, and activities are successfully accomplished within approved budget parameters by controlling expenditures.
 - d. Plans for existing and future equipment and facility needs; evaluates requests for the purchase of equipment and services; writes and oversees the preparation of project specifications or requests for proposals; secures and evaluates bids; administers contracts for materials and services.
 - e. Innovative approaches to generate resources and control expenses are evaluated and implemented to limit dependence on the general tax fund.
5. Serves as a City representative in presenting, explaining and discussing the views, interests and policies of the City to the Council, Parks and Recreation Commission, City task forces and other interested parties inside and outside the community.
 - a. Meets with community groups, members of the public, school district personnel, and other outside agencies as required, to coordinate cooperative efforts in construction and operations, and responds to complaints and questions in a way that elicits increased understanding and support for Department programs, services, and facilities.
 - b. Increased community understanding and support facilitates the effective implementation of and funding for new programs, facilities, projects, and services.
6. Prepares reports and studies for the Director, Assistant Director, City Manager and Council as scheduled or requested.
 - a. Provides technical assistance, coordination, and guidance to Department Director, Assistant Director, landscape architects, construction contractors as required, performing design, construction or maintenance projects
 - b. The Director and other interested parties are kept current with reliable, timely and documented information and analyses providing an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.
7. May function as the Department Head in the absence of the Director and Assistant Director
8. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of parks design and planning, public administration, budget preparation, recreation and community services, maintenance operations
- Principles and techniques of supervision including staffing, employee development, and planning work
- Engineering principles and practices as applied to park development, construction and maintenance including modern methods, materials, equipment, and tools used in operations
- Horticultural and arboricultural principles including landscape design, plant materials, irrigation systems, and integrated pest management and eradication techniques
- Pertinent laws and regulatory codes governing maintenance operations
- Basic Microsoft Office computer applications, and smart phone, pc and laptop technologies

Ability to:

- Plan, organize, direct and evaluate the development, construction, maintenance, of park facilities
- 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 park facilities
- Effectively recruit, assign, supervise, evaluate, and train subordinates, and enforce safety
- Tactfully and courteously deal with the public and communicate effectively, both orally and in writing
- Develop and maintain accurate record keeping systems
- Analyze technical issues and develop appropriate recommendations for action
- Prepare clear, comprehensive technical and administrative reports, grants and other written material
- Make effective oral and visual presentations to city staff and advisory bodies
- Interpret, apply, and explain laws, regulations, standards, policies, and procedures
- Maintain close and effective working relationships with the management staff of other City Departments, officials of other agencies, recreational organizations and community services groups

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 stairs and ladders
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for long periods of time in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers.

TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS:

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be willing to respond to emergencies outside of regular work hours.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of a valid California Commercial Class A or B Driver's License
- Possession of any professional certificates or licenses related to landscaping and irrigation, arboriculture, heavy equipment operation/maintenance, construction trades

- Working knowledge of Computer Assisted Drafting programs
- Possession of a Certified Playground Safety Inspector Credential
- Possession of an ISA Certified Arborist credential.