



## **Job Title: Park Maintenance Superintendent**

**FLSA Classification: Exempt**

**Reports To: Director**

**Effective Date: Open until position is filled**

**Salary Range: \$50,886-\$58,906.08**

### **Job Summary:**

Park Superintendent will oversee and coordinate park operations/facilities for multiple parks throughout the county.

### **Supervisory Responsibilities:**

- Supervise, assign, and perform a full scope of Parks and Landscape Maintenance work.
- Organizes & oversees the scheduling, supervising, and evaluation of department work and personnel respectively.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy. ANNUAL LEAVE
- Annual leave is provided to employees for the purpose of rest and relaxation from their duties and for attending to personal business. Employees are encouraged to use their annual leave. Employees are eligible to use annual leave after six months of continuous service to the department.
- Regular, full-time employees will accrue annual leave, beginning with the date of hire. Annual leave is not provided for temporary, part-time or seasonal employees. However, annual leave may be taken only after six (6) months continuous employment with JCPRC.
- Annual leave is accrued based on the length of service to JCPRC as follows:
  - Years of JCPRC Service
  - Earned Annual Leave
  - 0 - 5
  - 1.25 days/month=15 days
  - 5-10
  - 1.5 days/month=18 days
  - 10-15
  - 1.75 days/month=21 days
  - 15+
  - 2 days/month=24 days
- Employees may accrue annual leave hours, year to year, to a maximum of 26 days.
- Use of annual leave must be approved in advance by the supervisor or department head. The Director's leave must be approved by the JCPRC. Employees who wish to use annual leave shall complete a Leave Request Form and submit the form to their supervisor. It shall be the responsibility of the supervisor to schedule employee annual leave based on the operational



needs and staffing levels of the department. Every attempt will be made to accommodate employee leave requests.

- The annual leave period is the fiscal year, July 1 to June 30. Leave requests should be submitted to the supervisor as soon as possible after the beginning of the annual leave period.

#### **Duties/Responsibilities:**

- Effectively plan and prepare by arranging or scheduling appropriate personnel, equipment, and materials necessary for parks maintenance and projects.
- Ensures maintenance and upkeep of facilities including, but not limited to, community centers, playgrounds, and parks.
- Facilitates purchase, maintenance, and replacement of recreational equipment and program supplies.
- Drafts and administers the maintenance budget.
- Uses excellent customer service skills when interacting with employees & guests to create a positive environment for the team to work and our community to play.
- Serves as the liaison for emergency & emergency weather response, implementing incident objectives as necessary.
- To plan and implement maintenance cycles and standards for the parks.
- To achieve operational productivity equal to or better than comparable municipal and private sector benchmarks.
- To develop a system-wide maintenance safety policy.
- Provide written reports and perform a variety of personnel and administrative actions, including scheduling, training, interviewing, cost estimating, and drafting performance evaluations.
- Provide quality assurance and control by inspecting new installations and repair work during installation and completion.
- Coordinate work projects with other departments, private contractors and public agencies and monitor the work of contractors.
- Prepare requisitions and purchase orders. Prepare job cost estimates. Assist in developing, administering, and monitoring department's maintenance budget.
- Identify, evaluate, recommend, and provide corrective action for agronomic, construction, mechanical and/or landscape maintenance and repair problems.
- Conduct playground inspections.
- Coordinates with Parks & Recreation Leadership to respond to employee concerns or complaints.
- Assist with special event set up and be onsite as needed during events.
- Performs other related duties as assigned.

#### **Required Skills/Abilities:**

- Excellent managerial and supervisory skills.
- Excellent verbal and written communication skills.



- Proficient in Microsoft Office Suite or related software.
- Ability to use work order software
- Excellent organizational skills and attention to detail.
- Must provide a Valid Driver's License Test and pass a Background

**Education and Experience:**

- High school diploma or equivalent required, bachelor's degree preferred.
- Five years of related experience, with at least two years of supervisory experience, required.
- First Aid and CPR Certification

Valid driver's license and clean driving record.

**Physical Requirements:**

- The work environment involves both office & parks setting. Regular exposure to extreme heat, cold and inclement weather conditions can be expected.
- There will be periods of time sitting at a computer as well as, standing, walking, lifting, and outside time to support park initiatives.
- Must be able to perform heavy manual labor associated with assigned maintenance tasks as needed.
- Some lifting, carrying, pushing, and/or pulling may be required. Must be able to lift up to 100lbs.
- Parks & Recreation is a smoke free facility; therefore smoking and vaping on all company premises is prohibited.