

Beaver City

Job Descriptions



Title:	Parks/Facilities Superintendent	Code:	500
Division:	Operations	Effective Date:	1/9/07
Department:	Parks	Last Revised:	

GENERAL PURPOSE

Performs a variety of **general administrative, supervisory and journey level maintenance** duties related to planning, coordinating and directing all phases of park turf management and beautification, buildings and facilities maintenance including maintenance of city parks, ball fields, and rodeo grounds.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Provides **general supervision** to Parks Maintenance Worker(s) II, I, temporary, seasonal and part-time or full time laborers.

ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the city parks division; determines and recommends parks project priorities; specifies work schedules and deadlines, allocates equipment and vehicles essential to complete projects and determines materials needed to complete specified objectives; allocates personnel and equipment resources as needed to assure timely project completion.

Reviews performance and makes decisions affecting job retention, advancement and discipline; initiates and participates in the recruitment and selection of staff; develops and conducts staff training.

Performs general administrative duties of the division; maintains comprehensive work records, maintenance records, accident records, vehicle maintenance records, equipment and labor costs; collects information and data for various reports; prepares reports and statistical analyses to aid and plan an evaluation of park maintenance programs.

Prepares division budget recommendations, makes cost projections, drafts bid specifications and reviews proposals; reviews billings for accuracy; monitors inventory of parts and equipment; assures division compliance with established budget limitations and allocations; manages division purchasing processes, prepares bid specifications; requests and reviews proposals for services.

Inspects and maintains, or supervises the inspection and maintenance of, all parks, ball fields, rodeo grounds and other city facilities; plans, designs and directs the construction of various park facilities such as pavilions, shelters, picnic areas, play equipment, benches, bleachers, ball fields and other city-owned facilities, etc.; directs the set up of special displays for Christmas and other events. Oversees general cleanup, maintenance, and repair of rest rooms, pavilions, playgrounds, and picnic tables.

Monitors the need for applications of fertilizer, herbicide, pesticide, soil conditioner, and other turf maintenance procedures; supervises and performs spraying of herbicides, insecticides, fungicides, and pesticides to control undesirable growth, rodents, and pests; calibrates and operates spraying equipment in applying fertilizers and other growth agents to stimulate growth and beautification of grass and other greenery.

Performs and/or coordinates field supervisory duties to carry out tree and shrub planting program; coordinates and participates in planting of lawns, trees, shrubs and other greenery; supervises pruning and trimming projects; assures adherence to watering schedules.

Directs the installation maintenance and repair program of water sprinkler system for all parks; supervises and directs mowing, watering and aeration of parks turf; carries out supplemental irrigation to sustain or force growth; assures operation and maintenance of automated sprinkler systems and water pumps; tours projects to determine work progress and general condition of grounds.

Oversees seasonal duties such as winterizing sprinkler systems to avoid freezing, flushes watering systems in spring, and repairs other equipment and facilities.

Responds to public questions, explains park procedures and policies, and resolves disputes among citizens utilizing parks facilities.

Directs the training of laborers in equipment usage such as backhoe, loader tractor, lawn mowers, and landscape equipment.

Monitors health condition of trees, shrubs and other horticulture; evaluates diseases and analyzes and makes decisions for the treatment of unhealthy trees, shrubs and related greenery.

Performs general swimming pool maintenance, monitors pool chemical levels, maintains boiler; monitors physical facility for maintenance needs.

Works with Sexton to maintain the cemetery.

Performs all other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school plus specialized training provided through professional associations or in-service;
 - AND
 - B. Five (5) years of progressively responsible experience in the maintenance, upkeep, and beautification of turf, parks, facilities and related environ;
 - OR
 - C. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:

Considerable knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractors, power overseeders, aerators, thatchers, trimmers, welding and metal working equipment, etc.; landscape and sprinkler system design; flow pumps; of hazards and related safety precautions associated with equipment operations; of herbicides, fungicides, insecticides, and pesticides, and proper application of the same; of turf and greens management; of interpersonal communication skills.

Skill in the operation of various types of light equipment such as mowers, front end loader, tractor, backhoe, etc., basic mechanics, basic electrical and plumbing operations, basic carpentry.

Ability to recognize and identify common weeds and pests; ability to recognize and identify diseases common to turf and greenery; ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects; ability to communicate effectively, verbally and in writing; ability to develop effective working relationships with supervisor, subordinates, and the public.
3. Special Qualifications:

Must possess a valid Utah State Drivers License. Certification through the National Arborist Association is desirable. Must be a Certified Pool Operator.
Must be CPR certified.
4. Work Environment:

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Periodic tasks may require variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting, reaching, lifting etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, and finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities.

I, _____, have reviewed the job description. Date: _____.