

CITY OF CARROLL – JOB DESCRIPTION

Title: Parks Superintendent

Department: Parks & Recreation

Name:

FLSA: Exempt

Date:

Reports to: Parks & Recreation Director

PURPOSE OF POSITION

Under general direction, plans, coordinates, supervises and participates in the provision of ongoing maintenance, repair, and /or construction tasks associated with municipal parks, cemetery, sports complexes, Merchants Park and other designated facilities, equipment and premises.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Develops daily work schedules for the seasonal and daily maintenance needs of facilities, equipment and premises within the park system; organizes crews and lines up materials and equipment needed to complete projects; follows up work in progress and upon completion to ensure compliance with occupational safety and department work standards.

Oversees and participates in the repair and maintenance of equipment, machinery, vehicles, tools and equipment used in agency operations.

Responds to citizen complaints regarding improper use of parks and other related events in park and related facilities; interacts with the public in explaining reasons for policies and procedures and obtaining feedback.

Maintains departmental records pertaining to personnel, financial, equipment and operations costs; monitors expenditures and repair schedules; assists in the preparation of departmental budget; recommends equipment replacement, maintenance schedules and related areas; prioritizes and reorganizes planned activities consistent with approved budget.

Oversees and is directly or highly involved in continual maintenance and upkeep of Merchants Park.

Provides safety and related “hands-on” training to subordinates to improve work methods and procedures and develop individual awareness and responsiveness to safety issues.

Performs as needed, the same kind of tasks performed by subordinates in such areas as building and equipment operations, maintenance and repair, premise management (tree trimming, bush removal, mowing), turf, cemetery and swimming pool management, snow removal, parking lot cleaning, etc.

Works every third weekend in the maintenance and security of parks and related facilities.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

An Associate Degree in Horticulture, Turfgrass Management, or related curriculum and four (4) years of job related experience in parks (facility maintenance management or sports turf management) or a Bachelor's degree in the Plant or Physical Sciences and two (2) years experience.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Must be able to see and hear within normal limits with or without corrective devices. Regularly required to perform physical movements using fingers, hands, arms, feet and body torso in grasping objects, walking, driving, pushing, lifting, climbing, stooping, kneeling, crouching and related activity. Must have sufficient stamina to operate, repair and service all types of mowers and turf equipment, heavy and light duty trucks, tractors and related heavy equipment used in maintenance and construction tasks.

Cognitive Demands

Requires knowledge of various branches of Plant Science, Forestry, Horticulture, Landscape Architecture, Park Management including plant diseases, insect control and impact on operations, tools, equipment, materials used in various fields including building maintenance and equipment mechanical repair tasks; laws and regulations governing toxic agents (chemicals); safety procedures and practices governing the above-mentioned areas. Job requires a number of specific requirements including numerical, clerical and form discrimination, visual, sound, odor and color perception.

Language Ability & Interpersonal Communication

Requires the ability to teach a subject matter to others through explanation, demonstration and supervised practice. Requires the ability to determine work procedures for a group of workers, assigning duties and maintaining harmonious relations, training workers, evaluation performance and enforcing departmental policies and rules. Requires the ability to maintain effective work relationships with the public, other departmental staff. Requires the ability to read and interpret policy manuals, service bulletins, maintenance/equipment manuals and financial document.

Environmental Adaptability

Basically outdoor work subject to extreme heat and cold temperatures (heat exhaustion and frostbite). Ongoing contact with a variety of toxic agents which can be harmful if not used properly. Ongoing contact with machinery, equipment and hand/power tools which are potentially dangerous or hazardous and could result in hospitalization, loss of limb or similar injury if not operated safely.

I have read this job description and understand the requirements of this job. I am able to perform all the essential duties and responsibilities as listed above. Also, all my questions have been answered related to this job description.

Employee's Signature

Date

Department Head

Date

The City of Carroll is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.