

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Parks Superintendent GR: T FLSA: EX DATE: 07/13/2016
DEPARTMENT: Parks & Recreation DIVISION: Parks
REPORTS TO: Dir. of Parks & Recreation APPROVED: _____ JOB CODE: 6040

GENERAL DESCRIPTION:

Under general direction, performs supervisory work in the direction of skilled and semi-skilled workers in the operation and maintenance of city parks, including maintenance of neighborhood centers, pools, grounds and maintenance of mechanical equipment. Work requires significant interpretive judgement in variation from established standards and procedures.

TYPICAL DUTIES:

Plans, organizes, directs, assigns and schedules staff in the construction, development, repair and maintenance of park areas, trees and shrubs, turf, grounds, buildings and facilities. Inspects all areas and facilities in jurisdiction to determine effectiveness of programs and personnel; inspects work under way for compliance with development, safety and construction plans; coordinates park plans and activities with other departments and agencies; participates in development of department budget and monitors expenditures; develops and implements safety and training programs for park personnel; evaluates performance of employees, reviews purchase and expenditure requisitions; supervises purchases of supplies, equipment and materials; responds to emergency service calls; acts upon citizen's complaints, requests and suggestions; reviews reports and operating records, including activity, personnel and financial reports; supervises and assists in the recruitment and training of permanent, part-time and seasonal employees used in the operations of Parks, Forestry, Downtown and Neighborhood Center; supervises safety inspections of park playground equipment, shelters and other projects; supervises equipment maintenance; frequent contact with the public and fellow employees; performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Responsible for supervision of a large number of skilled and semi-skilled employees as a section head of a large division.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to two years of college level course work in parks and natural resources, horticulture, landscape architecture, forestry or related field, and five years of progressively responsible experience in park maintenance, construction and development, including two years in supervision; a Bachelor of Science Degree in Park Management or Natural Resources desirable; possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Prepare sound recommendations and maintain expenditures within budget. (Daily)

Effectively plan, organize and direct the City's Parks and Forestry programs. (Daily)

Effectively assign and supervise personnel. (Daily)

Establish and enforce safety practices. (Daily)

Apply and maintain knowledge of the current methods, equipment, materials and procedures to effectively manage a comprehensive park program. (Daily)

Maintain and conduct an effective maintenance program. (Daily)

Prepare and maintain accurate, well organized and effective records, statements and reports. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Climbs inclines, uneven surfaces, balance required

Walking: Moderate amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 50 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions

Hearing: Frequently perceives nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Occasionally operates equipment requiring moderate ability

Manual Dexterity: Occasionally operates equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work outside and inside

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse conditions possible

Noise/Vibrations: Equipment noise

Hazards: Exposure to chemicals, construction equipment and vehicles

Fumes/Dust/Odors: Frequent exposure to dust, odors and fumes

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to listen and apply information and instructions.

Ability to understand and apply mathematical concepts accurately.

Ability to maintain accurate records.

Ability to organize information for concise written and oral presentation.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Pickups, dump trucks, utility vehicles, loaders, mowers, telephone and 2-way radio.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.