

PARKS AND GROUNDS SUPERINTENDENT

I. Position Identification:

- A) Title: Parks and Grounds Superintendent
- B) Bargaining Unit: Mid-Managers
- C) Customary Work Hours: 8:00 a.m. until 5:00 p.m.
- D) Customary Work Days: Monday through Friday, some weekend work necessary
- E) Reports To: Director of Community Services
- F) Directs the Work of: Supervisory, professional, technical, maintenance and clerical staff
- G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Education: Formal or informal education sufficient to assure the ability to successfully perform all assigned duties of this position.

Experience: At least seven (7) years of progressively responsible work experience in progressive parks development, operations and maintenance administration, and/or infrastructure repair and maintenance, including three (3) years of lead worker responsibility at a level equivalent to Park Maintenance Worker III with the City of Yuba City.

OR

Education: Successful completion of the equivalent to an associate degree from an accredited college or university with recognized coursework in parks and/or recreation administration, resource management, park management, horticulture or related field.

Experience: Five (5) years of progressively responsible work experience in progressive parks development, operations and maintenance administration, and/or infrastructure repair and maintenance, including three (3) years of lead worker responsibility at a level equivalent to Park Maintenance Worker III with the City of Yuba City.

OR

Education: Successful completion of the equivalent to a bachelor's degree from an accredited college or university with recognized coursework in parks and/or recreation administration, resource management, park management, horticulture or related field.

Experience: Three (3) years of lead responsibility work experience in progressive parks development, operations and maintenance administration, and/or infrastructure repair and maintenance.

H) Licenses and/or Certificates Required:

Possession of a valid California driver's license. Possession of a Swimming Pool and Spa Operator's Certificate and Playground Safety Inspector's Certificate within one (1) year of appointment. Possession of a California Pesticide Applicator's Certificate within two (2) years of appointment. Possession of an Arborist Certification is desired.

II. FLSA Status: Exempt

III. Position Summary:

The Parks and Grounds Superintendent is a mid-management classification. Under administrative direction, the Parks and Grounds Superintendent is responsible for the operation of the Parks Division of the Community Services Department. This work involves the supervision of staff and outside contractors responsible for the day-to-day maintenance and operations of City parks, landscaped areas, streets and City trees, and the daily monitoring of park operations.

The Parks and Grounds Superintendent must be able to: develop and communicate weekly work plans for maintenance and contractors; establish and implement policies and procedures and coach and train staff in the delivery of maintenance services; communicate with City management staff, elected officials and City staff on maintenance issues.

IV. Essential Functions:

Incumbents may be assigned to varying work schedules, weekend work and be called back to work as needed by the City.

1. Develop and implement divisional goals, objectives, policies and procedures.
2. Plan, organize and direct a variety of construction and maintenance activities related to parks, streets, City trees and landscaped areas.

3. Direct, oversee and participate in the development of the Parks Maintenance Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Prepare the Parks Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer approved budget.
5. Prepares and presents staff reports and other necessary correspondence.
6. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the division.
7. Participate in the selection of outside contractors and oversee their work, ensuring it meets City requirements.
8. Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
9. Research and prepare technical and administrative reports; prepare written correspondence.
10. Participate in the planning, design and development of parks and recreation facilities.
11. Provide support to the Parks and Recreation Commission.
12. Work closely with the Director of Community Services on site-specific master plans and strategies.
13. Performs other duties and assumes other responsibilities as apparent or as delegated.

V. Job Related and Essential Qualifications:

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

A. Knowledge of:

- Principles and practices of park development, construction and maintenance of parks, trees, City trees and landscaped areas.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Applicable Federal, State and local laws, codes and regulations.
- Construction and design standards for parks, streets and landscaped areas.

- Budget administration and control practices.
- Horticulture, plant materials, soils, fertilizers, pesticides, irrigation systems and landscape designs.
- Modern office procedures and computer equipment.
- Principles and practices of supervision, training and personnel management.

B. Skills at:

- Organizing and directing parks maintenance activities and projects related to parks, streets and landscaped areas.
- Preparing and administering a budget.
- Preparing clear, concise and comprehensive written reports.
- Communicating effectively, both orally and in writing, including the ability to make oral presentations to the City Administrator, City Council and the public.
- Supervising, motivating, training and developing subordinate personnel.
- Assessing/researching remedies and recommending action to complete emergencies and/or major repairs and improvement tasks.
- Establishing and maintaining records.
- Interpreting and applying City and department policies, procedures, rules and regulations.
- Operating an office computer and requisite software applications.

C. Ability to:

- Take initiative and exercise independent, sound judgment.
- Establish and maintain effective working relationships.
- Relate effectively with the public, outside agencies and other stakeholders.
- Demonstrate continuing effectiveness in carrying out the knowledge, skills and requirements of this position.
- Meet the physical, mental and environmental demands of the job.
- Maintain regular and predictable attendance.

VI. Physical Demands/Qualifications:

1. Ability to sit for potentially long periods of time throughout the work day.

2. Manual dexterity and vision sufficient to operate standard office equipment and supplies for potentially long periods of time without experiencing abnormal hand, wrist or eye strain.
3. Hearing and speech sufficient to communicate and understand conversations, both in person and on the telephone.
4. Hand and finger dexterity sufficient to grasp and use safety equipment.
5. Verbal communications, including projecting a voice that can be heard in a noisy environment.
6. Ability to sit, stand, walk, stoop, bend, climb, twist, crawl, kneel, and walk for potentially long periods of time throughout the workday.
7. Work in confined spaces.
8. Work on slippery and uneven surfaces.
9. Lift, push, pull and/or carry equipment about 50 pounds with assistance.
10. Ability to drive a motor vehicle.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

VII. Non-Physical Demands/Qualifications:

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Demonstrate a high level of integrity.
3. Operate effectively under deadlines.
4. Be organized, detail oriented and possess the ability to prioritize a number of projects.
5. Possess a valid California driver's license.

VIII. Environmental Conditions:

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.
2. Working conditions in the field are subject to variations in temperatures and may include wind, rain and other elements. The incumbent may be subjected to dust and pollen and other factors such as poison oak. Incumbent may occasionally be required to work on slippery or uneven surfaces.

IX. Other duties and requirements:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.