



CITY OF MEADOWS PLACE Parks Superintendent Needed

Position Title:	Parks Superintendent
Department:	Parks & Recreation
Immediate Supervisor:	Director and Parks and Recreation
Salary:	\$40 - \$44K per year, DOQ, plus Medical, Dental, Vision and TMRS Retirement
FLSA:	Full Time - Exempt

Summary:

This position reports directly to the Director of Parks and Recreation. Duties include the supervision, coordination, and directing the work of professional parks staff involved in the day to day operation, administration, and maintenance of a park, recreation area, field office, or public access sites. The employee works within general methods and procedures and exercises considerable independent judgment to select the proper course of action. The work requires thorough knowledge of the policies, procedures, and regulations of park sites management, professional park and recreation programs, supervisory techniques, and personnel policies and procedures.

Duties & Responsibilities:

1. Supervise, lead, direct and train 2 FT parks personnel.
2. Oversee projects, maintenance, and repairs for all aspects of facilities and parks.
3. Perform and effectively delegate others in the following activities:
 - Turf maintenance, including seeding, topdressing, aerification, fertilizing and spraying applications of herbicides and insecticides;
 - Landscaping (planting, pruning, removal of trees);
 - Construction & maintenance of structures (trails, fencing, parking lots);
 - Building, inspecting, and repairing playground equipment;
 - Set up and tear down for special events.
4. Develop preventative maintenance schedules for city assets and ensures activities are completed.
5. Manage supply and equipment inventories.
6. Oversee the work performed by contractors, consultants, vendors and volunteers.
7. Review vendor invoices for accuracy, resolve discrepancies, & process for payment.
8. Work with director to develop annual department work plan and budget, monitor and track financial activities (expenditures of operations) and prioritize and re-prioritize activities within department budget and work plan.
9. Work with Director to develop park maintenance standards for work activities such as mowing, athletic field maintenance, pavement maintenance, and custodial maintenance.

10. Maintain a pro-active approach to safety implementing and evaluating sound risk management and procedures.
11. Manage property and equipment through ensuring appropriate levels of safety and cleanliness, by identifying and initiating work order requests and repairs.
12. Perform all job tasks within the rules and guidelines of the city's safety procedures.
13. Assist employees, when possible, in the completion of assigned tasks/duties.
14. Operate City vehicles, tractors, ground equipment, and implements, as it pertains to job responsibilities.
15. Attend professional conferences, workshops and seminars pertaining to employee's position, as needed, for new ideas, developments, and techniques.
16. Directs the daily, cyclical and routine duties and projects related to carpentry, electrical, HVAC, plumbing/pools/spas, vehicles and related equipment.
17. Plans and directs general trade and custodial staff pertaining to building maintenance, repairs, improvements, upkeep and/or construction.
18. Troubleshoots and resolves problems affecting all aspects of facilities operations, maintenance and repair.
19. Perform other duties as assigned and/or needed.

Experience

B.S Degree in Parks and Recreation or similar preferred.

3 years of experience in the field can be exchanged for B.S. degree.

Required:

Previous managerial experience of full-time staff. Prior budget planning, executive decision making, facility management, aquatic pumps and chemical balancing, computer skills, knowledge of turf management, landscaping and irrigation.

Certifications:

CPSI, CPO or AFO, CPR

For more information please contact the Parks & Recreation Director, Colene Cabezas, at 281.983.2934. or via email at parksdirector@cityofmeadowsplace.org.