

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

PARKS SUPERINTENDENT

2307

GENERAL PURPOSE:

Plans, organizes, and directs the programs, activities and special projects for park development and maintenance.

CLASSIFICATION SUMMARY:

The Parks Superintendent is responsible for management and administration of the City's Park Department including park development, maintenance and special projects. Programs and activities include maintenance of park buildings, facilities and lands; cemeteries, grounds maintenance for public buildings, street trees, formal gardens, weed abatement, R.V. park, water tower programs and capital improvement projects. Work involves effective planning, setting priorities, and directing long-term and day-to-day operations of maintenance programs, construction projects, landscape designs, and expansion projects. Work also involves considerable coordination with the recreation Department and other city departments. The Parks Superintendent supervises regular and seasonal staff involved in park maintenance. Work is performed under the general direction of the City Supervisor who reviews work performance through verbal and written reports and the quality of park maintenance activities.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, directs, staffs, manages, monitors and evaluates the programs and activities of the City's Park's Department.

Prepares, administers and monitors the Park Department budget. Administers inter-agency agreements with public school districts, state and county entities, universities and other entities.

Serves as administrative officer for the City's Park & Recreation Commission, Tree Board, Cemetery Board, Lawson Gardens Committee, Grand Avenue Greenway Committee and Palouse Trail Committee. Attends City Council meetings as required to provide technical assistance, develop goals and objectives and receive and provide information as appropriate.

Plans, directs and implements council adopted programs and Capital Improvement projects.

Develops long and short-range goals and objectives for park acquisition, development and maintenance, including maintenance plans, procedures, and schedules for the effective day-to-day operation of the department; plans, schedules, assigns, coordinates, and evaluates activities of subordinates; interviews and hires personnel; trains employees in the safe operation of equipment and maintenance tasks; serves as chairperson of the city's Central Safety Committee.

Maintains frequent contact with the Recreation Department and personnel to ensure areas and facilities are maintained according to schedules; coordinates with ERD for automotive repairs and maintenance.

Prepares comprehensive site plan and cost estimates for new park areas and facilities and redevelopment of existing areas and facilities; keeps records on program costs for the revision of fee schedules; Inspects work sites to determine if work is performed according to schedule and according to quality control standards.

Directs through department personnel, the effective administration of community improvement ordinances related to overhanging vegetation, solid waste/litter, weed control and snow removal; serves as first level appeal review from actions taken by subordinates; testifies in court as the program administrator.

Works with endowment fund representatives and donors on the care and maintenance of privately funded park facilities such as Lawson Gardens; works with community groups such as Civic Trust, Community Gardens and the Grand Avenue Greenway Committee.

Performs public relations duties to apprise the public of various park related issues; resolves public complaints, issues and concerns with regard to city parks and lands.

Keeps abreast of equipment and other developments in the parks maintenance field.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Administrative and managerial principles and practices of park activities including program planning, direction, budget, evaluation and management by objective;
- The methods, techniques, materials, equipment, and safety procedures used in parks maintenance activities, including pesticide application, sports facility management, and aquatic facility maintenance and operations;
- Effective management and supervisory techniques and practices;
- Project management techniques and computerized maintenance management systems;
- Effective methods to enforce and administer publicly sensitive ordinances such as weed control, solid waste collection and sight obstruction/overhanging vegetation;
- Playground safety assessment, plant and tree identification and care and turf management practices;
- Cemetery operations and maintenance;
- Sports and athletic facilities operation and maintenance.

Ability to:

- Effectively plan, organize, budget, develop, staff and evaluate park programs;
- Effectively direct the activities of subordinates in a manner which will accomplish program objectives;
- Coordinate and direct park programs and activities to attain department goals and objectives through the effective utilization of human and financial resources;
- Effectively supervise and motivate employees;

- Train and evaluate subordinates in the skillful and safe operation of parks maintenance equipment and in horticultural techniques;
- Administer and monitor the department's budget and operational plan;
- Maintain accurate records and documentation of department accomplishments and work performed;
- Effectively prepare and present oral and written information relating to department activities;
- Provide quality services in a cost-effective manner and seek improved methods;
- Establish and maintain effective working relationships with citizens, civic groups, state and federal authorities, subordinates, department heads, staff and the City Supervisor;
- Support an effective community volunteer parks program;
- Effectively work with contractors, civic groups, volunteers and other agencies.
- Manage multiple priorities;
- Use tact and diplomacy when dealing with citizen complaints;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license and a safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Three years of progressively responsible parks management and administrative experience; or substituting course work or training in supervision, horticulture, or landscaping for up to one year of the experience; or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:

Motor vehicle, tractor, pruning equipment, electrical and woodworking tools, telephone, copy machine, calculator, computer, facilities maintenance equipment.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee regularly works in an office environment while sitting at a desk for extended periods of time. The employee occasionally works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock. The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Sufficient powers of observation are required to conduct field inspections and evaluate and monitor the work of subordinates.

The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt

Adopted: 9/82 Revised: 9/91, 5/94, 6/99, 5/03, 05/07