



JOB DESCRIPTION

JOB TITLE: Superintendent - Parks

JOB CODE: 3270

DEPARTMENT: Community Services/Parks & Recreation

FLSA STATUS: Exempt

REPORTS TO: Director of Community Services

SUMMARY OF JOB PURPOSE

Plans, organizes and manages the operations and staff activities of inspection, maintenance and development of County parks and facilities; assures that effective and appropriate services are provided for County residents; in the absence of the Director of Community Services, fulfills the role of Interim Director, as requested.

ESSENTIAL FUNCTIONS

1. Researches and identifies capital improvement program update opportunities that reflect the County parks, facility, landscape, and programming needs and are consistent with the County's management plans; works with project consultants and other County staff in development and review of the plans, assists in the selection and management of project consultants, reviews bids, and inspects development of the parks during construction.
2. Plans and schedules overall park maintenance and facility improvements accomplished by staff including regular maintenance activities and capital construction projects; establish and update standard operating procedures for all work activities; investigates accidents, vandalism, theft, and other violations; continually seek means of enhancing efficiency through use of new technology, methodology, and equipment.
3. Prepares, develops, and monitors the annual operating budget; reviews and approves periodic payments towards planning and construction of capital projects; reviews and approves divisional expenses; directs, reviews, and authorizes revenue collection of all park facilities as well as weed control charges for service, equipment rentals, and chemical sales.
4. Develops, evaluates, and implements department goals, objectives, policies, and procedures; reviews goals and objectives with the Director of Community Services; prepares and analyzes statistical reports; provides support and involvement in Recreation activities and programs.
5. Effectively manages department personnel by evaluating and analyzing department issues; listens and responds to employee problems, concerns, and complaints; recommends and implements solutions that may rectify the situation; counsels, coaches, and instructs employees; participates in the interview process and training of new employees.
6. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
7. Prepares and presents a variety of reports, updates, and informational items to the Parks and Recreation Commission, County Commission, and the public.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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8. Oversees operation of the Weed Control Program; establishes and maintains an accurate method for calculating correct chemical amounts for billing purposes; monitors noxious weed control efforts on private, County, State, and Federal lands in Douglas County; implements quarantine measures provided for in NRS where appropriate; assists customers with cash and carry chemical sales and equipment rentals.
9. Reviews and updates major programs including the Programs and Facilities Manual, Title 13 and other specific park facility rules, turf fertilization effectiveness program, and the irrigation and MaxiCom program; sets fees and charges for park and recreation facilities; benchmarks with other local entities to ensure park fees are fair and equitable; investigates means of enhancing revenue.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Parks Administration or related field and a minimum of five (5) years increasingly responsible experience in maintenance and operation of a parks system, with at least two (2) years in a supervisory capacity; or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, blueprints and construction drawings, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the functions and characteristics of tools, equipment, and materials used in park maintenance repair and installation of park equipment and facilities; principles and practices of training and supervision; theories and practices of park planning and design; budget development and control; techniques of park construction project management; principles of park and landscaped facilities safety and security; principles and practices of park management; horticulture and landscaping; weed identification, plant and tree diseases and pests, including control and eradication methods and chemicals; familiarity with bookkeeping principals and practices; intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

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CERTIFICATES, LICENSES, REGISTRATIONS

Valid Class A Nevada Driver's License with an acceptable driving record; sworn in by the Sheriff's Office to enable park citation authority; first aide and/or CPR certification. Certified Parks and Recreation Professional (CPRP), Certified Playground Safety Inspector (CPSI), and Certified Arborist certifications desired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines; will be required to attend meetings outside of normal working hours; occasionally exposed to outside weather conditions while performing the duties of this job.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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