



PARKS SUPERINTENDENT POSITION DESCRIPTION

GENERAL PURPOSE

Responsible for Parks, Recreation and Events Department procedures, routine and preventative maintenance, and other related operational duties with an emphasis on the organization, coordination, and management of all aspects for general upkeep of the city parks, public spaces, cemeteries, playgrounds, athletic fields, event complex and events.

SUPERVISION RECEIVED

Works under the general direction and supervision of the Parks, Recreation and Events Director.

SUPERVISION EXERCISED

Employee supervises all full time and seasonal park employees in the operation and maintenance of the parks department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises the operations in the parks department to achieve goals with available resources; plans and organizes workloads and staff assignments; trains and motivates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and input in the direction and development of short and long-range plans for the department; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Assures assigned areas of responsibility are managed within budget; performs cost control activities, monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in preparing annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains a positive work environment among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

- Must have working knowledge and be capable of operating all parks and recreation equipment.
- Directs and plans work on a daily and weekly basis for the parks department and staff under direct supervision.
- Maintains inventory of items needed and used for the repairs and maintenance of the city parks, public spaces, cemeteries, playgrounds, athletic fields, event complex and events.
- Assists the Parks, Recreation and Events Director with budget planning.
- Ensures adequate preventative and routine maintenance programs are in place for the parks department equipment and properties.
- Enforces all safety rules and regulations associated with the department.
- Assures personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances related to the department.
- Schedules snow removal as needed.
- Directs staff and contractors to perform the spraying of noxious weeds and fogging for mosquitoes and other insects in the City of Deadwood.
- Assists sexton of the Oakridge and Historic Cemeteries, mark graves, and coordinates with local funeral homes and burial activities.
- Manages seasonal employees and summer activities with coordination with the Recreation Center Manager and other departments as assigned.
- Schedules employees for setup and tear down as required for special events within the City of Deadwood.
- Cooperates with other city departments and assists when needed.
- Manage and participate in department's "on-call" rotation as required.
- Ability to communicate effectively orally and in writing.

PERIPHERAL DUTIES

- Performs a variety of miscellaneous duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Must have a high school diploma or a GED equivalent.
- Must have supervisory experience.
- A minimum of three (3) years experience in the upkeep and care of lawns, shrubs, and trees or related field.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Must have a working knowledge in mechanical and carpentry repairs.
- Must be able to plan, organize, delegate, and instruct employees on equipment used by the department.
- Must be able to perform upkeep of the city parks, public spaces, cemeteries, playgrounds, athletic fields, event complex, which include underground sprinklers, playground equipment, concrete repairs, turf management, carpentry, etc.

SPECIAL REQUIREMENTS

- Must possess or be able to obtain by time of hire, a valid South Dakota Driver's License without record of suspension or revocation in any other State.
- Possession of a valid South Dakota commercial driver's license (Class B) is highly encouraged.
- No felony conviction or disqualifying criminal histories.

TOOLS AND EQUIPMENT USED

Computers, heavy equipment and machinery, hand tools, specialty maintenance equipment, welder, power tools, lawn equipment, and snow removal equipment.

PHYSICAL DEMANDS

The physical demands attached hereto are respectively 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.

The employee must be able to walk, sit and stand for a period of time. Specific vision abilities required for this job include close, distant, color, peripheral vision, depth perception and ability to focus.

WORK ENVIRONMENT

Lighting: natural or fluorescent

Space: large, open spaces or small spaces for repairs

Temperature: extreme hot or cold temperatures may be encountered

Flooring: concrete, dirt, gravel, snow, ice, grass, etc.

Lifting: frequently lift or move up to 75 pounds

The work environment characteristics attached hereto are representative of those an employee encounters while performing the essential function 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 frequently works outside in all types of weather conditions and is exposed to wet, hot, humid, cold conditions, fumes, or certain airborne particles. The employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate to noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews, and reference check; job related test may be required.

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