



JOB DESCRIPTION

Effective Date: _____



Title:	Parks & Municipal Maintenance Superintendent	FLSA Status:	Non-Exempt
Department:	Public Works	Essential Status:	Essential
Division:	Parks & Streets	Pay Grade:	G
Reports to:	Director of Public Works		

BRIEF DESCRIPTION:

The Parks & Municipal Maintenance Superintendent is responsible for the day-to-day operations of the Municipal Maintenance Department. This includes supervision of the Municipal Maintenance Crew and all routine grounds and building maintenance. The Parks & Municipal Maintenance Superintendent's main duty is to build and maintain city streets, drainage, traffic control and all public signage. Additional responsibilities include beautification of the City and the maintenance of the city owned grounds, and buildings. This would include landscaping, mowing, weed trimming, tree trimming and removal, and building maintenance. Additional duties include working as needed with the water and wastewater maintenance crew and compiling a monthly report for the Public Works Director.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Director of Public Works
2. Directs: Parks & Municipal Maintenance Staff
3. Other: Will have dealings with all employees and general public

GENERAL STATEMENT:

This is an important, supervisory, position

EXAMPLES OF WORK:

- Assumes managements responsibility for assigned services and activities of the parks division, including developing, monitoring, and coordinating the maintenance, repair and development of city parks, landscaped areas and related buildings and facilities including the city splash pad; oversees the city park system, open space, trails and landscaped parkways.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- May serve as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
- Is responsible for overseeing park and city facilities maintenance to include landscaping, upkeep and repair of park equipment.
- Researches and develops Capital Improvement Plans related to city facilities, participates in the development and planning of Capital Improvement items.



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- Provides superior customer service to internal and external customers by responding to requests in a timely and professional manner.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must possess, or have the ability to obtain within one (1) year of hire or appointment, Certified Park and Recreational Professional (CPRP) certification.

Knowledge of:

- Equipment essential for maintenance of streets, City owned grounds, and buildings.
- Principles of management, supervision and training.

Ability to:

- Plan, organize and direct municipal maintenance operations and activities..
- Develop and direct day-to-day work schedules.
- Communicate effectively both written and orally.
- Train personnel in proper essential equipment operation and maintenance.
- Understand, interpret and carry out oral and written instructions.
- Respond timely and effectively to any emergency situations.

CERTIFICATIONS AND LICENSES REQUIRED:

Applicable valid Texas Driver's License

Must be bondable

ENVIRONMENTAL FACTORS & CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in office, construction, and treatment facility environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking on uneven or unstable terrain, occasional standing, bending, reaching, kneeling, or lifting such as when reviewing plans, specifications and conducting inspections.
- May be subject to operating heavy equipment and power tools.
- May be subject to working extended hours and responding to emergencies on an on-call basis.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, infectious diseases, air, and water borne pathogens, poisonous insects, and wild animals common to water, wastewater and underground utilities.
- Must be able to lift to 50 pounds.
- Work extended hours in extreme heat, cold, and inclement weather.

SIGNATURE – REVIEW & COMMENTS:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are no to be construed as an exhaustive list of all responsibilities, duties



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and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I have reviewed this job description and received a copy:

Signature of Employee

Date