

City of Lake City, FL

Classification Description

Classification Title: SUPERINTENDENT OF PARKS
Department: PUBLIC WORKS

Pay Grade: General/Open
FLSA Status: Non-Exempt

General Description

This position is responsible for supervision and coordination of park operations with a primary focus on new park construction, park facilities and grounds maintenance, and safety management. Oversee the development, improvement, and upkeep of City parks and recreational facilities to ensure they are safe, functional, attractive, and accessible to the public. This position works under the direct supervision of the Executive Director of Utilities.

Nature of Work

Essential Functions:

- Plan, oversee, and coordinate new park construction, renovations, and capital improvement projects.
- Manage projects timelines, budgets, materials, and contractor performance.
- Reviews plans, specifications, and site layouts for park development in infrastructure improvements.
- Coordinate with engineers, architects, contractors, utility providers, and City departments before, during and after project design and construction.
- Conducts site inspections to monitor project progress and ensure quality standards are met.
- Assist in identifying future park development needs and long-range improvement planning.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

Minimum Qualifications:

Knowledge, Skills and Abilities:

- Knowledge of facilities maintenance functions
- Knowledge of landscape maintenance and turf installation
- Knowledge of tools and equipment to do related work
- Knowledge of grounds keeping practices and principles
- Ability to operate light equipment
- Ability to perform heavy manual labor under various weather conditions
- Ability to follow written and verbal instructions
- Skill in the operation and preventative maintenance of equipment and related tools

Education and Experience:

Must be a high school graduate or possession of an acceptable equivalency diploma (GED), and at least five (5) years of experience.

Licenses, Certifications or Registrations:

Valid Florida Driver's License

Essential Physical Skills:

- Moderate/occasional (25 pounds and over) lifting and carrying
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Walking
- Stand
- Kneeling
- Bending
- Driving
- Operating equipment
- Stooping

Environmental Conditions:

- Works outside in various weather conditions
- Heights (up to 15 feet)

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job-related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature