



# City of Madison

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## Job Description

Title: Recreation Operations Superintendent Department: Parks and Recreation

Exempt/Nonexempt: E Pay Grade: 12 Reports to: Parks & Recreation Director

New Position:     Position Change: X Effective Date: 5-13-2024

Subordinate Staff: Regular and Temporary Staff of the Maintenance Division

*The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*

### **General Position Summary:**

Responsible for proper operation, supervision, and neatness of all work completed on the fields and grounds of all city parks and recreation facilities. Also responsible for administrative duties performed in the Maintenance office.

### **Essential Functions/Major Responsibilities:**

- Performs all responsibilities as needed to manage, supervise, and train all Maintenance staff.
- Coordinates with Recreation Directors, Program Directors, and volunteer organizations regarding park and field usage.
- Coordinates with staff to schedule routine park maintenance as well as to prepare for special events.
- Reviews ongoing and completed plans for compliance with approved standards, city codes, public safety, and American with Disabilities (ADA) requirements.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service.
- Ensures safe and efficient work practices of all Maintenance Division employees.
- Ensures preparation of all athletic fields for practice and play during season.
- Responsible for ensuring that all fields are properly maintained for play with respect to the safety of all players and general public.
- Initiates and supervises safety measures on all activities, including daily inspections of playing fields and areas.
- Deals with outside contractors to maintain fences, irrigation systems, electrical infrastructure, etc., when repairs or work needs to be completed on recreation areas.
- Reports any damage or disturbances to Assistant Parks and Recreation Director and/or Director.
- Ensures the repair of minor problems on the grounds of all city-owned parks and facilities. Reports any major maintenance problems to the Parks and Recreation Director and discuss solutions for repairs.

- Ensures that all City-owned neighborhood parks are maintained on a regular basis, to include proper mowing, cleaning, safety checks, installation of playground equipment, etc. in a timely manner.
- Prepares specifications for bids on heavy equipment and other contracting work needed for fields and grounds.
- Ensures continuous playground safety checks, including inspecting all equipment for safety and replacing if needed.
- Interviews, hires, and supervises all Maintenance employees.
- Completes quotes and order supplies and equipment for all Parks and Recreation Department fields and grounds.
- Assists Parks and Recreation Director with any requests or complaints regarding field or ground maintenance.
- Other duties and department projects related to the essential functions of this job description, as assigned.
- Processes purchase orders, requests for pay, and payroll for Maintenance Division.
- Engages in continued professional technical training.

**Secondary Functions:**

- Manages routine office tasks including responding to e-mails, returning phone calls, and assisting the Assistant Director with budgeting and scheduling.
- Attends City Council meetings when necessary.
- Assists Director in planning and managing construction projects.
- Represents the Department at occasional conferences, meetings, and training events.

**Job Scope:**

- Performs duties with little direction given, operating from established schedule and instructions.
- Decisions are made within general policy constraints, but occasionally require independent decision-making.
- Responsible for budget preparation for all field and ground maintenance needs, including equipment, supplies, staff, etc., and ensures compliance accountability for the operating budget of the Maintenance Division.

**Supervisory Responsibility:**

Supervises full-time maintenance workers and temporary maintenance workers to include scheduling of areas for maintenance as well as task list to complete and daily responsibilities.

**Interpersonal Contacts:**

- Interacts with team of employees, including professional and administrative staff.
- Interacts with recreational professionals from various cities throughout the State of Alabama, as well as individuals within the city school systems and sports program volunteer agencies.
- Must be able to work with the public due to responsibilities pertaining to parks, ball fields, playgrounds, etc.
- Must be able to follow instructions from Director, as well as Assistant Director.

### **Managerial Skills:**

- Skills at hiring, training, appraising, coaching, counseling, and disciplining personnel.
- Strong understanding of personnel policies and practices and ability to coach employees in these areas.
- Strong team and interpersonal skills.
- Leadership and staff motivation skills.
- Skills at gathering and evaluating input for decision-making.
- Adept at managing relationships between subordinates and each other and with personnel in other departments and with volunteer groups.
- Ability to manage scheduling and leave issues at workgroup level.
- Strong project management, planning, organization, and prioritization skills.
- Verbal and written communication skills to communicate information as needed to public officials, professional contacts, other workers, employees, supervisors, and the general public.
- Ability to work independently without close supervision.
- Knowledge of parks and recreation facilities, grounds, programs, rules and regulations of various team athletics.
- Knowledge and application of safety practices.
- Reading skills to understand written instructions, policies and procedures, catalogs, chemical labels, etc.
- Listening skills to understand verbal instructions and information.
- Ability to develop, plan, and organize schedules for routine maintenance.
- Math skills to develop schedules, complete quote sheets, and prepare budget documents.
- Ability to supervise, direct, and evaluate the work of employees and volunteers.
- Ability to work at a fast pace to complete a high volume of work.

### **Education and/or Experience:**

- College degree in Landscape, Horticulture, Turf Management, parks and recreation management, or a related field, or an equivalent combination of training, education, and experience, required.
- Five (5) years of experience in all areas of playground safety, landscape management, supervision, light and heavy equipment operation, and basic parks and recreation maintenance preferred.
- Must maintain a strong driving record for city-insurance purposes and record may be periodically checked by the City.
- Experience working with general public preferred.
- Experience and training in management practices.
- Experience supervising multiple employees.
- State of Alabama Pesticide Applicator license (Category 3) required.
- Certified Playground Safety Inspector, highly preferred.

**Job Conditions:**

- Strong background record required, due to accessibility to employee and city property.
- Normal office working conditions.
- Frequent interruption and some weekend/evening meetings and events.
- Occasional outdoor lawn and field maintenance work may be required in varying weather conditions.
- May require work in an environment where there are temperature fluctuations, noise, poor ventilation, dirt, dust, possible hazardous chemicals, etc.
- Flexibility to work additional hours when needed to complete projects and assignments. Must be able to work varying hours, extended hours, as well as occasional weekends and holidays, at times with little or no notice, etc.
- May require some travel for state association meetings, annual conferences, training workshops, etc.
- Job requires slip resistance/steel toe footwear to be worn during work hours, as well as long pants and other personal protective equipment during fieldwork assignments.

**Physical Capabilities:**

- Ability to see well enough to observe employees, activities, and inspect fields, facility grounds, and surrounding areas (corrective lens acceptable).
- Ability to be mobile in order to move various equipment and supplies.
- Ability to bend, climb, stand in order to observe and inspect facilities.
- Ability to hear well enough to understand normal conversation and know how to use radio and telephone (hearing aid acceptable).
- Speak well enough to communicate with general public, volunteer groups, professionals, employees, supervisors and patrons and to be heard from a distance.
- Physical mobility to move around so as to inspect all areas of recreation facilities.
- Ability to type, write, file, and operate office equipment (with or without accommodation).

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Mayor Approval

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Date

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Department Head Approval

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Date