

CITY OF MARSHALL
Job Description

POSITION TITLE: Parks and Recreation Superintendent	DATE: February 2023
DIVISION: Community Services	FLSA STATUS: Exempt
ACCOUNTABLE TO: City Administrator	UNION STATUS: NA
	DBM: C52

SUMMARY OF POSITION

Provide leadership, direction, and general administrative oversight to the Parks and Recreation Department and employees responsible for the development, maintenance and operation of the City parks system grounds and structures, preservation of open spaces and scenic environments and the provision of leisure activities and services to citizens of all ages. Work involves community engagement and public involvement with elected officials, other policy makers, and citizens.

Facilities of responsibility include: City parks/operations, parks facilities and recreational areas, trails, various City landscaped facilities, an outdoor three-pool aquatic center, the Red Baron Arena & Expo Center, Marshall-Lyon County Library, Tall Grass Liquor, Fire Department, athletic fields, performance ball fields, tennis courts, softball complexes, flower/landscaped gardens, outdoor skating rink, sliding hill and ponds, and other areas as designated or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Under the direction of the City Administrator, oversee the management of the day-to-day administration of the Department, including budget, capital projects, on-going maintenance, recreation, stewardship and development of assets, personnel, and customer service activities.
2. Coordinate planning for the improvement, the design, and the modernization of the facilities. Work with advisory boards, elected officials and other agencies to develop master plans and long-range plans for the acquisition, development, and maintenance of City parks and recreational facilities. Facilitate and promote ongoing research into new approaches and trends and recommends implementation of programs to assist elected officials and their community plan for the future.
3. Receive and respond to requests for service, public inquiries, or concerns regarding park and recreation facilities and programs and resolve/respond as appropriate.
4. Coordinate and manage the maintenance of the park system and the recreation facilities for the City of Marshall. Establish maintenance standards; hire, train, and supervise park and recreation maintenance personnel. Perform scheduling of maintenance and repair activities in the overall maintenance of parks and arena facilities (e.g., shelters, restroom facilities, picnic tables and other park amenities); this includes the inspection of City owned playgrounds and adjoining equipment, turf maintenance, landscaping, tree trimming, removal of trees, mowing, weed spraying, installation and repair of irrigation systems, tree plantings/removal and maintenance, pond aeration systems, snow plowing, sidewalks, trails, and parking lots; plumbing, electrical work, painting, carpentry, and other general maintenance duties on public buildings and facilities, as needed and/or permitted.
5. Follow applicable safety policies/practices; ensure department personnel are properly trained and adhere to safety policies; monitor the safe and efficient use/operation of all vehicles, tools, and heavy and light equipment; and monitor the safe handling and storage of chemicals.
6. Skillfully operate and supervise the operation of a variety of heavy equipment and a variety of hand/power tools, such as: light snowplowing equipment, tractors, gator, loaders, trucks (i.e., water truck, boom truck, dump truck), skidloaders, ice-resurfacing equipment (e.g., Zamboni). Skillfully operate and supervise the operation of grounds keeping and lawn/turf maintenance equipment, such as: weed eaters, chainsaws, tree trimmers, and weed spraying equipment. Ensure light equipment maintenance and repairs, as needed.
7. Supervise the daily repair, maintenance, and chemical testing, for an outdoor three-pool aquatic center. This includes but is not limited to inspection, maintenance, and repair of: pool vacuum systems, pool mechanical equipment (e.g., pumps, boilers, etc.), bathhouse/concession facilities, ladders, hand rails, diving boards, lifeguard chairs, slides, perimeter fencing, etc.
8. Perform light electrical and plumbing maintenance within the parks, arena/expo facilities, or at the aquatic center, as needed and permitted.
9. Perform administrative duties, including but not limited to: preparation of annual budget documents, monitor and manage department budget, assist in development of the 5-year Capital Improvement Plan, review and approval of timesheets/leave requests, development of minimum specifications for new and/or replacement equipment and vehicles, purchase of equipment/materials, monitor inventory, process purchase requisitions, and code invoices/bills for payment.
10. Lead and effectively communicate with certified operators and/or non-certified personnel on the trailering, loading/unloading, set-up, dismantling, and efficient leveling of the community stage.
11. In cooperation with the Public Ways Superintendent, provide a coordinated response for snow removal, weather emergency, and community/special events (e.g., road detours/signage, expositions, arena events, etc.), as directed.

12. Assist Public Works and Community Services staff in identifying, selecting and submitting relevant grant applications to assist in funding projects that improve the quality of life in Marshall.
13. Responsible for the facilitation of concessions for community events and youth/adult league tournaments hosted at various City locations through the utilization of the City owned concessions trailer.
14. Responsible for maintaining an accurate and sustainable 10-year tree management plan for the City of Marshall.
15. Operate a variety of motor vehicles to assist in carrying out the business of the department and the City.
16. Respond to department emergencies, as needed.
17. Attendance is an essential function of this position. Flexible hours are required, to include: days, nights, weekends, and holidays.
18. Perform other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree in parks and recreation, public administration, program management or a related field, or the equivalent of five years' progressively responsible experience in parks and recreation administration, including three years in a senior management position.
- B. Valid Minnesota Class B CDL License with endorsement for airbrakes, or attainment within six (6) months of hire.
- C. Three (3) years supervisory experience.
- D. Valid Pesticide Applicator (Category E Turf and Ornamental) licensure within one year of employment.
- E. Valid Minnesota Special Engineer Boiler license (minimum equivalent or higher) within six-months of employment.
- F. Valid Certified Pool Operator's licensure.
- G. Stageline Mobile Stage Operator Certification, as directed. Certification training will be required and provided for selected personnel.
- H. Must reside within a 30-minute response/travel time while obeying all traffic laws and speed limits to the Marshall Parks Maintenance Facility located at 400 West College Drive.

DESIRABLE QUALIFICATIONS

- A. Three (3) years' experience with mechanical and chemical operations of a multi-pool facility; or equivalent combinations of related experience and education.
- B. Emerald Ash Borer First Detector Training from the MN Department of Agriculture.
- C. Minnesota Tree Inspector Certification.
- D. Certified Playground Safety Inspector (CSPI)

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the materials, methods, techniques, tools, and equipment used in repairing and maintaining parks, trails, performance ball fields, outdoor public pool facilities, and the arena/expo facility.
- Knowledge of safety practices necessary to operate equipment, use chemicals, and to perform a variety of jobs safely.
- Knowledge and technical expertise in conducting testing and chemical management of the aquatic center facilities to include: PH and chlorine testing; earth and sand filtering systems and maintenance; caustic soda, stratanols, and chlorine systems; chlorine tank changeover, safety, and maintenance, etc.
- Knowledge of the practices and procedures involved in preparing recreational facilities and athletic fields for various team sports and exposition events.
- Knowledge of plants, shrubs, and trees to include their care and diseases which affect them.
- Skill in operating the types of equipment and tools utilized by the department.
- Principles and practice of general business management and of municipal parks and recreation administration processes and management. – Parks and Recreation Department work and operations, stewardship and maintenance of park lands, facilities, and community infrastructure.
- Ability to plan, organize, supervise, and coordinate the work of several work crews working on a variety of maintenance activities.
- Ability to make decisions on new problems as they arise and use tact and resourcefulness in solving new problems.
- Ability to establish and maintain effective working relationships with employees, other governmental entities and the general public.
- Ability to communicate professionally and effectively, rendering prompt and courteous service, both orally and in writing.
- Ability to read and comply with City and departmental policies and procedures.

- Ability to use safe working practices and recognize hazards or unsafe conditions in daily work.
- Budget management skills.

SUPERVISION EXERCISED

This position is responsible to supervise and evaluate the performance of Recreation Coordinator, Facility Maintenance Supervisor, Maintenance Workers, Senior Maintenance Workers, Arena/Expo Building Maintenance Workers, as well as temporary and seasonal maintenance employees.

SUPERVISION RECEIVED

General supervision by the City Administrator

PUBLIC CONTACTS

Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external. Frequent contact with Public Works and Community Services division employees in the coordination of personnel, scheduling and sharing of equipment; frequent contact with the Marshall Convention and Visitor's Bureau Director related to arena and expo center events; occasional contact with the City Finance office, SMSU, Marshall Public Schools, local sports associations, MMU, area contractors, nurseries, a variety of community organizations and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and 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.

Performing the duties of this job require the use of equipment including but not limited to: City vehicles, general office equipment, and light/heavy equipment utilized in the maintenance activities of the department..

While performing the duties of this job, the employee is regularly required to walk on uneven and rough terrain, paved and unpaved surfaces, as well as within the public rights of way. The employee is exposed to a wide range of outdoor weather conditions; occasionally working in extreme heat or cold weather.

Work hours/schedules will vary by season and job requirements. This position is responsible to respond to facility operational/mechanical issues within 30-minutes of the call, during and after normal business hours, which may include weekends and holidays.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION/EEO POLICY

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.