

PARKS SUPERINTENDENT

Department: <u>Leisure Services</u>	Classification/Grade: <u>M-1/T</u>
Division: <u>Parks</u>	FLSA Status: <u>Exempt</u>
Reports to: <u>Leisure Services Director</u>	Date Approved: <u>July 2011</u>

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under supervision of the Leisure Services Director, perform skilled and semi-skilled park maintenance, landscaping and construction work; directly oversees, trains, and supervises crews engaged in parks maintenance related activities; performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Manage all services and activities of the Parks Division, including the maintenance of municipal park grounds, a variety of sports, recreation and cultural areas, city building landscaping, road median islands, playgrounds, restrooms, and the construction, renovation, maintenance and repair of parks.
3. Inspect landscaped areas, cemetery, parks, and park and cemetery buildings for safety and to identify repair needs, recommend corrective action, resolve work problems, evaluate work and identify additional needs.
4. Oversee and supervise field personnel, which includes providing training related to overall maintenance operations.
5. Instruct field personnel in, and enforces safety measures regarding proper use of vehicles, machinery, equipment, and related tools.
6. Instruct subordinates in work techniques, use of equipment, and safety precautions and requirements, including OSHA requirements; supervise proper handling, storage, use and disposal of pesticides and other hazardous substances.
7. Supervise the maintenance, design, installation and repair of irrigation and sprinkler systems and landscaped areas; order herbicides and fertilizer for landscape city grounds and parks.
8. Perform physical labor; mow lawns, prune trees and shrubs, landscape, weed control; repair sidewalks, frame, roof, paint, bricklaying; install irrigation systems, water and drainage pipes; cement work; and clean and maintain all parks and facilities.
9. Schedule duties for all park maintenance crews and grant leave of absences within authority.
10. Schedule employees for events at sport complexes and prepare for weekend events; schedule employees for special events; oversee set-up and take-down of City tent, tables, chairs, and clean up.
11. Maintain, order parts for equipment and service Parks Division vehicles and equipment such as mowers, weed eaters, edgers and tractors.
12. Operate equipment, including all lawn mowers and grounds equipment, backhoe, loader, dump truck, water truck, and irrigation systems.
13. Supervise park maintenance crews and coordinate new and on-going projects with other departments.
14. Apply fertilizer and pesticide to grass, trees, and landscaped areas, and maintain records of all applications.
15. Prepare requisition for janitorial supplies for assigned buildings; make recommendation on the purchase and specification for major capital equipment.
16. Prepare and maintain a variety of records and reports on materials, equipment, service calls and personnel.

17. Help design and plan the installation of new irrigation lines and replacement or retrofitting to parks and to facilities that may be necessary.
18. Plan and supervise all cemetery operations including the opening and closing of graves and preparation of grave markers.
19. Update and keep the plots current for the cemetery map.
20. Coordinate with the Mesquite Justice Court the placement of community services workers.
21. Assist with interviews of full- time and part- time employees.
22. Participate and assist in the development and administration of the division annual budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments; prepare cost estimates for work to be performed; submit justification for equipment;
23. Assist in developing and insuring the training, in safety, mechanical, and chemicals that pertain to the park maintenance is on-going and documented.
24. Investigate and respond to citizen inquiries and complaints regarding landscape issues, request for information, and work performed.
25. Stay abreast of new trends and innovations in the field of municipal parks, grounds and facilities construction, maintenance and repair.
26. Assist in preparing annual performance appraisals parks performance.
27. Utilize proper safety precautions and follow all applicable safety rules and regulations, and investigate safety accidents and violations.
28. Be dependable and meet acceptable attendance requirements at all times.

OTHER JOB FUNCTIONS:

- A. Performs evaluations on employees as assigned by Parks Maintenance Division Manager.
- B. Assume some responsibilities of Parks Division Manager, as assigned in hi/her absence.
- C. Conduct safety meeting as needed.
- D. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Operational characteristics, services and activities of a comprehensive park grounds and sports field construction, maintenance and repair program.
- Modern methods of construction, repair, maintenance, and general operation of parks.
- Familiarity with parks maintenance tools and equipment, and heavy equipment operation.
- Principles and practices of occupational hazard and safety precaution management, including the use of restricted pesticides for pre-emergent sterilization and growth control.
- Safe handling and use of pesticides and/or other chemical products, including applicable laws and regulations.
- Modern methods, materials, equipment, and tools used in the planting, cultivating, propagating, irrigating, fertilizing, and trimming of trees, shrubs, flowers, and turf.
- Pertinent local, state and federal rules, regulations and laws, including OSHA.
- Principles of budgeting, supervision, training, discipline, and performance evaluation.
- Methods of estimating time, materials and equipment needed to perform assigned work.
- Construction and repair methods, including carpentry, pipe fitting, painting and cement work; maintenance and repair of light power equipment.
- Safety procedures relating to Parks and Facilities operations.
- Horticulture and turf grass management.

Ability to:

- Lead, coordinate and supervise field personnel in the process of carrying out daily work and related projects.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and conduct effective training and safety program.
- Interpret and apply Federal, State, City and department policies, procedures, rules, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Meet the physical requirements necessary to safely and effectively perform assigned duties.
- Adapt to varying work assignments.

Special Requirements

Residency Requirement: Must be able to respond within 20 minutes from residence.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School Diploma or GED. Associates degree in horticulture and grounds maintenance or closely related field preferred.

Experience: Five (5) years experience in parks, grounds, and facilities maintenance and operations including lead work/supervisory experience.

Training: Classes as required to perform job.

License or Certificate: Requires obtaining and maintaining pesticide and herbicide use certification. Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class “B” driver’s license with N endorsement. (Employee will be subject to random and other alcohol and drug testing.)

WORKING CONDITIONS:

Work is performed under the following conditions:

Work is primarily performed outside in parks, cemetery and rodeo grounds, in varying and extreme weather conditions for extended periods of time where employees are exposed to excessive noise and vibration.

Physical Requirements:

Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, frequent kneeling, stooping, walking, bending, twisting, reaching, and standing for long periods of time. Moderate amount of mental effort required. Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required. Weekend, holiday and evening work is required.

Job Hazard/Risk Factors:

Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, heavy equipment, working in and around lawn mowers and grounds equipment, hazardous gases, fumes, paint, chemicals and pesticides.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
 September 2005
 June 2006
 July 2011 (Department)gm