



City of Woodland

PARK SUPERINTENDENT

DEFINITION

To supervise and direct park maintenance personnel in the development, maintenance, and related functions of all municipal parks, municipal landscape, pools, recreational facilities, and City cemetery; and to assist in the development of Park and Recreation facilities. Be responsible for Urban Forestry, direct and oversee all aspects of maintenance, and perform work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Community Services Director or their designee. Responsibilities include direct supervision of assigned supervisory and specialist personnel. Assignments may require direct supervision of park, cemetery, and pool maintenance staff. May oversee the work of the tree maintenance crews Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Direct and supervise the daily functions of the parks programs (municipal parks, landscape, pool, recreational facilities, cemetery, and urban forestry).
- Inspect and review work progress and performance of city staff and contractors.
- Assist in the development and implementation of goals, objectives, policies, procedures and work standards for the parks and urban forestry programs for the City.
- Prepare bid documents and contracts for parks programs.
- Develop and monitor park programs budgets (including urban forestry).
- Develop and monitor contracts, bid documents, and specifications for park construction projects.
- Inspect the work of contractors involved in park construction projects and the installation of public landscapes.
- Review plans and specifications for park construction and park development projects.
- Obtain purchase orders; authorize payments to contractors and vendors.
- Ensure that the scheduled uses for recreation facilities include the appropriate recreation equipment.
- Assist the public and other departments with the most challenging and complex park issues.

- Coordinate the use of volunteers in park maintenance and construction projects.
- Prepare written and oral reports regarding the parks programs to applicable Boards.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS

Coordinate maintenance and construction activities with other City departments and outside agencies. Respond to citizen complaints and questions. Prepare reports and maintain records. Supervise the requisition of supplies and preparation of equipment specifications. Present reports to Community Services Director and Parks and Recreation Commission, and other commissions or boards as needed. Assist with the planning, development, construction of parks facilities. Assist in formulating department policies, procedures and programs. Select, supervise, train and evaluate subordinates. May serve as Acting Community Services Director, as assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of park and landscape management, maintenance and construction. Modern methods, materials, equipment and tools used in the construction and maintenance of park, landscape, and recreational facilities. Principles and practices of cemetery management. Maintenance principles, practices tools and materials for maintaining the City's Urban Forestry. Principles and practices of horticulture, local trees, and plant species; arboricultural practices in streets and parks. Methods and techniques of equipment operation and maintenance. Plant pests and diseases and methods of their control and eradication. Laws, rules, regulations and ordinances related to the maintenance and use of park facilities. Public pool operation, including chlorination and filtration systems and concepts in pool water chemistry. Principles and practices of administration, budget and personnel management. Safe work practices. Safety equipment and practices related to the work, including the handling of hazardous chemicals. Contract specifications, which include bidding, administration and management of Park Maintenance, and Tree Management practices. Standard office practices and procedures including operation of computer and related computer software programs. Basic Math skills

Skill to:

Plan, organize, coordinate and direct the maintenance, construction and repair of park and recreation facilities. Develop policy to assist in organizing and prioritizing maintenance and work of the City. Identify problems such as maintenance issues at various facilities or detection of insect and or plant diseases and provide a corrective action to eliminate problem. Make independent decisions and work independently. Communicate clearly and concisely, both orally and in writing. Maintain proper records and prepare accurate reports. Inspect and evaluate construction and maintenance

work. Select, supervise, train, and evaluate subordinates. Establish and maintain effective work relationships with those contacted in the performance of required duties Respond tactfully to concerns from the public.

Ability to:

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience:

Education:

Bachelor's degree from an accredited college or university with major work in public administration, horticulture, park management or related field.

Experience:

Four years of increasingly responsible park, swimming pool and ground maintenance experience, or work in arboriculture, ornamental horticulture, resource management or other closely related field, including some supervisory experience.

License and Certificate:

Required upon hire, possession of an appropriate valid California Driver's License, Class C. Possession of a State of California Qualified Applicator Certificate, Category B, is required prior to permanent appointment. Possession of certified Arborist license, per the International Society of Arboriculture (ISA) is desirable.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting in excess of 50 pounds of force occasionally, 20 pounds of force frequently, and/or in excess of 10 pounds of force constantly.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: April 19, 2016

Park Superintendent
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