

Washington Park District
Job Description
Superintendent of Parks & Property



General Description:

Under the direction of the Executive Director, the Superintendent of Park & Property has the administrative authority and responsibility for the maintenance, repairs and improvement of all grounds, facilities, buildings, equipment and vehicles. The Superintendent of Parks & Property is a full-time exempt employee typically scheduled to work from 7:00 am to 4:00 p.m. of each workday, Monday through Friday, but is expected to be available to work beyond these hours when necessary. Due to the nature of the job some nights and weekends will be required to assist with special events and other maintenance issues that may require additional work hours.

Qualifications:

Applicant must be 18 years of age or older. Graduate from a college or university with a Bachelor's Degree in Park and Recreation Administration, Landscape Architecture, Horticulture, Forestry or other related fields with a minimum of four years practical experience. The above may be substituted with at least eight years of experience with a park system or a related field. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable. A valid State of Illinois class "D" and "CDL" driver's license is required. A valid Illinois Department of Agriculture Applicator's License for pesticides will be required once hired. Preference will be given to candidates with expertise in mechanical and electrical systems along with small engines. Any combination of the following certifications are preferred: Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO), Certified Playground Safety Inspector (CPSI), and Certified Sports Field Manager (CSFM).

Immediate Supervisor: Executive Director

Essential Functions:

Administration

- Supervise the operations of the Parks Department in accordance with the policies established by the Board of Commissioners and Director of Parks and Recreation.
- Supervise all custodial work and the general clean-up of the parks and special facilities; monitor the appearance and condition of properties.
- Analyze vehicle operations, equipment operations and manpower efficiency to determine the most effective use of Park District resources.
- Evaluate, develop and implement the District's maintenance program for all parks and equipment.
- Coordinate all park construction projects with contractors and provide general supervision during construction.
- Maintain records for safety inspections and maintenance to all parks and equipment.

Finance

- Assist the Executive Director in the preparation of Parks Department related budget.
- Review all Parks Department invoices and follow expenditure procedures.

Personnel

- Supervise all full-time, part-time, and seasonal employees of the Parks Department.
- Recruit, hire, train, and evaluate all full-time and part-time personnel for the Parks Department.
- Develop and implement a safety training program for all personnel of the Parks Department.
- Prepare bi-weekly payroll.

Planning

- Develop and implement a park operation and maintenance plan.
- Recommend equipment needs and capital improvements to the Director. Prepare specifications and follows through with the bidding process and construction site inspections.
- Gather data for specifications.

Operations

- Oversee the start-up and physical operation of the swimming pool, recreation center, gymnasium, athletic courts and fields.
- Perform work in general construction, maintenance, repairs, and landscaping.
- Plant & maintain trees, shrubs, and flowers.
- Assist crew with maintenance, repair, and construction work.
- Prepare and maintain records on normal and regular parks operation.
- Treat Park District patrons with courtesy and respect.
- Supervise and coordinate orientation training on all power tools and equipment.
- Ensure the pickup of trash from field area, including in dugouts and around bleachers.
- Supervise and coordinate the grooming and preparation of all athletic fields including turf, dirt and all areas around the playing fields.
- Supervise the maintenance of the landscape of the Park District parks and facilities (grass, natural areas, flower beds).
- Supervise the maintenance of the facilities and amenities of the Park District parks and facilities (bathrooms, garbage cans, playgrounds, pavilions).
- Supervise and coordinate the installation and repair of playground equipment, which includes safety inspections of all playground equipment.
- Remain on call for snow removal, repairs and maintenance as deemed necessary.

Safety Program

- Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to management staff as soon as possible.
- Assist with emergency procedures and building evacuation.
- Perform all job tasks within the rules and guidelines of the District's safety program.
- Conduct yourself in a safe manner and promote a safe work environment.
- Follow all rules of the road while in Park District vehicles.
- Ensure all equipment is maintained properly.
- Clean work areas when finished and ensure facilities are locked.

Marginal Functions:

- Assist with Park District special events as needed.
- Attend in-service trainings and meetings as directed by Executive Director.
- Maintain current CPR and Standard First Aid certifications.
- Administer First Aid according to the Park District's Communicable Disease Policy.
- Assist all employees of the Park District as needed.

Physiological Considerations:

- Ability to operate Park District vehicles and maintenance equipment.
- Handling Park District materials up to 75 pounds. Assistance will be provided when necessary.
- Worker is occasionally exposed to chemicals (i.e. fertilizers, weed killers, cleaning materials).

Environmental Considerations:

- Worker is exposed to outside weather conditions including extreme heat and cold, snow, rain and ice.
- Protective clothing is required as follows:
 - Earplugs, ear covers
 - Helmets
 - Respirators
 - Safety goggles/glasses
 - Chaps
 - Leather type work boot
 - Protective gloves
 - Disposable (chemical) overalls

Cognitive Considerations:

- Resolve differences and problems that arise with patrons and work together with employees.
- Must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
- Must be able to follow directions from supervisor.
- Must use good safety awareness and judgment.
- Must have the ability to read, write and organize materials.
- Must be able to understand basic math functions.
- Must be able to communicate with coworkers and staff.

Signature of Supt of Parks and Property

Date