



Title: Parks Superintendent

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Parks Manager.

Exercises direct supervision over full-time, part-time, temporary and seasonal employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent

- **Experience:** Minimum of five years related experience. Requires a broad knowledge of complex systems, specialized practices, maintenance equipment, workflow systems and procedures.

- **Licenses/Certifications/Special Requirements:**
 - Playground Safety Certification within 6 months of hire.
 - Pesticide/Herbicide Applicators License within 6 months of hire.
 - Backflow/Check Valve Certification required within 6 months of hire.
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Three years supervisory experience.
- Experience in a municipal or government setting.
- Technical experience with geospatial inventories.

JOB SUMMARY

The purpose of this position is to support the development and implementation of best-in-practice programs for management and to supervise all maintenance and safety operations of neighborhood parks facilities and landscape areas. Schedules and assigns tasks, manages all expenditures, works with businesses and vendors, monitors resources, manages schedules and construction projects; interprets data and documents, researches trends, and develops goals and procedures, consults with internal and external departments and agencies, manages safety concerns, and ensures city and department goals, policies and objectives are followed. Selects, trains, supervises and evaluates staff. Manages workflow processes to measure performance and efficiency outcomes. Assists with managing open space and natural resources, assists with complex problem situations, coordinates programs, oversees graffiti eradication and painting programs, resolves customer service issues, reviews plans, recommends projects, coordinates purchasing activities, maintains records, prepares and delivers presentations.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Oversees personnel and facility management; develops standard operating procedures for sustainable maintenance procedures; oversees the safety management plan; manages expenditures for the division; develops and monitors division expenditure budgets; authorizes payments; benchmarks and establishes efficiency measures through data-driven maintenance management; manages water conservation program (Calsense); organizes workflow processes through the use of GIS (Hanson), or other various technical tools; provides lead staff with necessary tools, equipment, and supplies to carry out daily, weekly, monthly, and yearly goals. Supervises internal and external communications; creates and supports community and internal partnerships. Communicates highly sensitive issues to upper management.
3	Coordinates with and provides customer service to end-user groups (youth sports, special events, volunteers, park users, inter-agency users, etc.) Coordinates with regulatory agencies (permits and inspectors), outside vendors, contractual service providers. Working knowledge of reading and reviewing construction documents, plans, specifications, diagrams, acquires estimates and bids for work, and inspects construction and installation.
4	Assists with oversight and management of open space areas, natural resources, washes, mountain and river trails, and numerous assets within the parks division.
5	Implements agronomic principles for turf and landscape areas; schedules preventative and ongoing maintenance needs; participates in planning new park and recreation facilities; prepares information and planning for capital improvement projects.
6	Prepares preliminary budget requests and monitors parks maintenance line item accounts; researches, procures, and inventories equipment, supplies, and materials for maintenance operation; maintains various



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operational records; prepares various financial and facility usage reports; keeps accurate and concise maintenance operations and financial records.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that 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.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	X

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, laptop, related advanced software, telephone, calculator, playground inspection kit, vehicle, various park maintenance equipment, copier, fax machine.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, footwear, eyewear, ear plugs, hard hat, safety vest, and safety gloves.