

CONEJO RECREATION & PARK DISTRICT

Job Title: Park Superintendent

Division: Parks & Planning

Summary:

Under general direction, plan, organize, direct and manage the operations, maintenance and construction of park facilities and open space areas; provide administrative and technical direction to staff, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Resolves citizen and other agency complaints and issues.
- Plans, directs and coordinates the alteration, repair, and maintenance of buildings, grounds, open space operations and the enforcement of District ordinances.
- Analyzes best methods and practices to accomplish work including utilizing outside contracting in a cost effective manner in the best interests of the District.
- Develops and recommends long-ranges operations and maintenance programs.
- Analyzes and determines future materials and human resource needs for capital projects and determines types, methods and cost of repairs to existing sites.
- Makes recommendations for building or repair projects and coordinates the implementation of new construction or park improvements projects, interpreting building plans and specifications to do so.
- Prepares and prioritizes annual budget requests for the funding of buildings and grounds maintenance, open space operation and controls expenditures.
- Maintain records of work requests, projects scheduled and all phases of project work.
- Conducts periodic inspections of facilities and reviews the work of employees for compliance with District standards.
- Receives, stores, and disposes of excess and/or unserviceable property pursuant to District policies and procedures.
- Coordinates law enforcement activities with other agencies.
- Selects, supervises, trains, and evaluates employees.
- Recommend and implement District's Customer Service Ethic, and changes to District policy and procedures.
- Represents District to other government agencies, private groups and the public.
- Represents District, responds appropriately to issues, in matters with lessee organizations on District property.
- Coordinates the District's response to emergency situations and coordinates with other agencies pursuant to the standardized Emergency Management System.

Other Duties and Responsibilities:

- Oversees District facilities' safety and security programs.
- Ensures safety and job training for employees.
- Prepares a variety of reports and presents information in a public setting including board meetings and citizen groups.
- Maintains effective relations with other agencies and the public; responds to inquiries.
- Facilitates a variety of public meetings.

- Available 24 hours per day 7 days per week for response for mobilization; in the event of a disaster; designates an authorized representative in absence.
- Mobilizes in the event of a disaster.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

Bachelor's Degree in Park Administration, Ornamental Horticulture, Landscape Architecture or related field; five (5) years of increasingly responsible experience in, landscape and building maintenance or crafts work including at least three (3) years of supervisory experience; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret the most complex documents, including engineering reports. Ability to respond effectively to sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management or Boards of Directors.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates and Licenses:

California Driver's License; possession of or ability to obtain certification as a limited peace officer in the State of California (PC 832); Agricultural Pest Control Advisor's License, Certified Arborist, Irrigation Auditor Certificate, and Playground Safety Inspector Certificate are desirable.

Supervisory Responsibilities:

This position directly supervises several employees, including some who supervise other employees. Carries out responsibilities in accordance with the organization's policies, mission and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, resolving problems, and communicating the District's vision to employees.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.* While performing the duties of this job the employee is frequently exposed to outdoor weather conditions. The noise level in the environment is moderate.

Physical Demands:

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. *

While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk over rough terrain; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The vision requirements include ability to adjust focus; depth perception, peripheral vision, color vision, close and distance vision.

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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JD2002 Reviewed 7/06 revised 1/07

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.