

CONEJO RECREATION & PARK DISTRICT

Job Title: Park Superintendent

Division: Parks & Planning

Summary:

Under general direction, plans, organizes, directs and manages the operations, maintenance and construction of park facilities and open space areas; provides administrative and technical direction to staff; and performs other related duties as assigned.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns and manages the Rangers, Grounds, Maintenance, and Projects/Contracts units in the department; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff; establishes performance requirements; regularly monitors, evaluates and addresses performance.
- Contributes to the development of and monitors performance against the annual Parks budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Resolves citizen and other agency complaints and issues.
- Oversees 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-range operations and maintenance programs; recommends building or repair projects.
- Conducts periodic inspections of facilities and reviews the work of employees for compliance with District standards.
- Coordinates law enforcement activities with other agencies.
- Selects, supervises, trains and evaluates employees.
- Recommends and implements the District's Customer Service Ethic and changes to District policy and procedures.
- Represents the District to other government agencies, private groups, lessee organizations on District property, and the public.
- 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.
- 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.
- May be required to drive District or personal vehicle.
- Participates during disasters or when emergency response is needed.
- Exempt employees may be required to work nights and weekends.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: a bachelor's degree in park administration, ornamental horticulture, landscape architecture or a related field, and five years of increasingly responsible experience in landscape and building maintenance or crafts work, including at least three years of supervisory experience; or an equivalent combination of education and experience.

Language Ability:

Ability to read and interpret 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 executive management or the Board 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:

- First Aid & CPR/AED within 90 days of employment and ability to maintain certifications as a condition of employment.
- Possession of or ability to obtain certification as a limited peace officer in the State of California (PC 832).
- Valid California driver's license with a good driving record and current automobile insurance.
- Agricultural Pest Control Advisor's License, Certified Arborist, Irrigation Auditor Certificate, and Playground Safety Inspector Certificate are desirable.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Supervisory Responsibilities:

Through subordinate supervisors, manages the Rangers, Grounds, Maintenance, and Projects/Contracts departments and the Supervisor class series relevant to each department.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and may be required to work some overtime. The employee is regularly exposed to outdoor weather conditions, low-to-moderate noise levels, frequent contact with internal and external customers, and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand for extended periods and is regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. The employee may occasionally walk over rough terrain; 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. The employee is occasionally required to lift up to 50 pounds.

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Revised 4/4/24

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.