



<b>DATE</b>	April 2023
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT ADMINISTRATIVE
<b>EEO</b>	

JOB TITLE: Park Superintendent  
 DEPARTMENT/DIVISION: Parks & Recreation  
 REPORTS TO: Recreation Manager

**SUMMARY:** Responsible for supervising the daily operations of crews and activities to include: scheduling and coordinating maintenance activities; evaluating performance of maintenance staff; scheduling and coordinating projects; maintaining databases and related files and records; performing problem resolution activities; supervising staff; and inspecting projects. Work requires limited supervision and the use of independent judgment and discretion.

**ESSENTIAL JOB FUNCTIONS:**

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Coordinates the City’s landscape program including irrigation.
- Works with crew leaders to strategize the implementation of beautification projects; discuss maintenance issues: and consider design aspects for applicable areas.
- Meets with irrigators to schedule inspections, installations, and repairs. Monitors the installation of the City’s central irrigation system.
- Participates in/on a variety of meetings, committees, task forces, and/or other applicable groups to review engineering and permitting plans, discuss landscape or tree mitigation issues, and/or to receive and convey a variety of information.
- Selects and manages the performance of external vendors and contractors, which includes: soliciting short-term bids from vendors; defining vendor specifications; recommending vendor selection; placing orders with vendors; providing technical expertise and guidance to contractors; ensuring terms of contracts are met; evaluating vendor and contractor performance. Defining contract terms and agreements; authorizing payments to contractors and vendors; and/or performing other related activities.
- Approves purchase orders and requests for expenditures related to tools, parts, equipment, materials, and supplies within established guidelines.
- Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities for assigned division.
- Participates in the development and monitoring of the Division and/or program budget. Coordinates the collection and compilation of data to support budgetary requests related to area of assignment.
- Participates in the preparation of bid specifications and obtains quotes for projects and equipment in assigned area of responsibility.
- Assists lower level employees with complex maintenance activities and/or projects.
- All other duties as assigned.

- Reviews plans and projects for City regarding grass, landscaping and maintenance.
- Works with other departments and contractors regarding turf and plant implementation.
- Has specific turf and plant knowledge to determine best practices for turf, irrigation, and fertilization needs.
- Oversees all new plantings, re-planting, and landscape projects for the department.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Supervisory responsibility over maintenance staff/multiple crews.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of supervisory principles;
- Knowledge of project management techniques and methods;
- Knowledge of procedures and methods related to maintenance activities in assigned area of responsibility;
- Knowledge of safety procedures and practices;
- Knowledge of program budgeting principles and practices;
- Knowledge of contract management principles and practices;
- Knowledge of applicable laws, codes, ordinances, rules, regulations, policies, and procedures;
- Knowledge of landscape maintenance practices;
- Knowledge of horticultural principles;
- Knowledge of general pesticide and fertilization practices;
- Knowledge of irrigation principles and practices;
- Skilled in reviewing landscape plans for compliance with applicable standards;
- Skilled in monitoring and evaluating employees;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in interpreting and applying policies; procedures, codes, laws, and regulations;
- Skilled in reading blueprints, schematic drawings, and/or construction drawings;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting circumstances and making decisions where uncertainty in approach, methodology, and interpretation may exist;
- Skilled in preparing and maintaining data in a work order management system that records work time/labor hours, material usage and work performed;
- Skilled in monitoring and evaluating the work of external contractors;
- Skilled in mediating and negotiating conflict;
- Skilled in providing customer service;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Horticulture, Landscape Architecture, or related field.
- Three years related landscape experience.

- Two years supervisory experience.
- Must possess a valid Texas Class C driver's license.

**PREFERENCES:**

- Bilingual in Spanish

**WORKING CONDITIONS:**

- Frequent reaching, climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, crawling, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Works is typically performed in both indoor and outdoor environments, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, airborne particles, and infectious diseases.

**CONDITIONS OF EMPLOYMENT:**

- Must possess a valid Texas Class C driver's license.
- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.