



City of Casa Grande

Parks Superintendent

GENERAL PURPOSE: Under general supervision, supervises staff and manages the activities of inspection, maintenance and improvement of City parks, facilities and equipment.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates, supervises, and manages inspection, maintenance and repair of parks and equipment, in compliance with Department procedures and City policies.
- Inspects parks and park facilities to ensure proper care and maintenance of park properties
- Supervises the grounds maintenance and safety programs.
- Supervises the park improvement projects, and repair and maintenance of the facilities.
- Supervises staff and evaluates performance; monitors operations to identify and resolve problems and priorities; determines equipment, material and personnel needs.
- Reviews and inspects the work of the assigned staff to assure the work quality, and the timely accomplishment of assigned duties and responsibilities.
- Maintains records and logs of services performed and general maintenance information; reviews and writes reports, analyzes costs, and prioritizes work orders.
- Schedules routine and major work projects according to condition and expected use of areas
- Estimates and requisitions materials, supplies and equipment.
- Assures compliance with all safety rules and regulations.
- Coordinates training programs.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Supervisors and maintenance staff.

JOB DESCRIPTION
ParksSuperintendent.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and five (5) year's public parks maintenance experience, including two years of supervisory experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of methods, materials, tools and equipment used in the operation, construction, installation and maintenance of municipal parks.
- Knowledge of planning, design and development of recreation facilities and open spaces.
- Knowledge of park grounds and landscaping maintenance principles and techniques.
- Knowledge of the principles of record keeping and records management.

- Skill in interpreting and applying City park standards and City policies and procedures.
- Skill in establishing and maintaining cooperative working relationships with citizen groups, other government agencies and City departments.
- Skill in developing recommendations for improvements of parks and recreation facilities.
- Skill in supervision, coordinating staff, and delegating tasks and authority.
- Skill in promoting and enforcing safe work practices.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Possession of a Valid Arizona Drivers License; specific technical training and certifications may be required.

Physical Demands / Work Environment: Work is performed outdoors and in office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.