



City of Lake Oswego, Oregon

Job Description

PARKS SUPERINTENDENT

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 570

Job Code: 4085

Class Summary

Under general direction, the Parks Superintendent is responsible for the administration and maintenance of city-wide parks, recreation facilities, natural areas/open space, and city beautification programs, including responsibility for formulating parks-related policy, developing program goals and objectives, directing operational activities, supervising staff, and administering the Parks Maintenance budget. The incumbent works closely with a variety of groups and responds frequently to public inquiries and concerns.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Develops and directs the implementation of goals, objectives, policies, procedures, work standards and programs for the Parks Maintenance Division; evaluates impacts and implements policy and procedure improvements.
2. Supervises the work of Parks Maintenance Division employees including prioritizing and developing work plans, evaluating employee performance, monitoring progress on reports and projects, interpreting policies and procedures, making hiring and termination recommendations, making pay rate change recommendations and providing employee safety training in areas of first aid, equipment operation and park maintenance.
3. Maintains accurate, up to date records on personnel, equipment, maintenance schedules and other pertinent data; monitors intergovernmental agreements as they relate to maintenance (such as City/school agreement).
4. Manages the City's park system in an environmentally sensitive manner, including incorporation of integrated pest management and environmentally sustainable policies and practices; communicate these issues with public. Ensures compliance of parks, facilities, and natural area activities with pertinent codes, guidelines; and federal and state regulations.
5. Prepares or directs preparation of parks maintenance reports, evaluations, studies, and proposals related to current and long-range City needs, park activities and maintenance schedules.
6. Prepares annual budget for City parks maintenance including determining capital purchases and staffing needs, prioritizing requests and allocation of resources.

7. Reviews and approves purchase orders including ensuring specifications are included, items meet standards and requests are coded correctly for audit purposes.
8. Monitors developments related to park capital improvement and maintenance projects; assists in identification, planning, cost estimating, scheduling, and oversight of parks maintenance and landscape design capital projects; coordinates contracted services and/or City staff; and oversees delivery.
9. Works with staff to develop and provide effective service standards to meet the needs of park users; ensure parks and facilities are prepared for programs, special events, and other community activities.
10. Manages city's beautification and urban forestry programs.
11. Responds to citizen complaints, initiatives, and inquiries.
12. Represents the Department in meetings with other City departments, public officials, other public agencies and community groups as necessary in order to coordinate, develop and implement projects and programs.
13. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Theories, principles, techniques and equipment used in landscape, natural areas and building maintenance and operations.
- Principles and management of natural areas; horticulture; arboriculture, building systems, parks maintenance and equipment, environmental conservation; ecology; and park preservation.
- Administrative principles and methods including goal setting, program development and implementation, and personnel administration; techniques of project management including project planning, implementations and evaluation.
- Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.
- Principles and practices of basic budget development and administration, and parks capital improvements planning.
- City, state and federal laws, regulations, codes, ordinances and guidelines governing parks and recreation, park maintenance, chemical applications (including OSHA safety standards and MSDS).
- Principles and practices of governmental contract preparation and administration.
- Personal computers and related software applications.

Skills and Abilities to:

- Plan, organize, direct, and coordinate a variety of functional specialties with overlapping work areas.
- Develop and implement goals, objectives, policies, procedures, work standards and management controls.
- Manage and direct landscaping, building and playground maintenance, turf and natural area programs.
- Design and manage capital projects preferred.
- Select, motivate, train and evaluate staff; resolving conflicts.
- Prepare, administer and monitor a division's budget, and managing contracts.
- Provide team approach to service responses with other City departments.
- Communicate tactfully and courteously with staff and the general public, on the telephone or in person, including handling difficult or irate people.
- Represent the City effectively in meetings with governmental agencies, community groups, businesses, financial institutions, boards, commissions and the public.
- Achieve operational efficiencies.

- Prepare clear and concise records, reports, correspondence and other written materials.
- Exercise independent judgment within general policy guidelines.
- Use pesticides.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Bachelor’s degree in Public Administration, Horticulture, Agronomy, Landscape Architecture, Park Management or closely-related field; plus four (4) years of increasingly responsible management and administrative experience which supervision of professional, technical and support staff in park administration, operations and maintenance; and experience with environmental regulations; or, an equivalent combination of experience and education sufficient to successfully perform the essential duties of the job described above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

May be required to stand for long periods of time, up to full length of shift; walk over rough terrain, up and down inclines, stairs, on paved and unpaved surfaces, and over long distances.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.