

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
APRIL 2, 2019 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

Job description for the position of Parks Superintendent has been updated.

FISCAL IMPACT

The position is currently budgeted.

RECOMMENDATION

Approval

BACKGROUND

Updates for the position has been prepared for the Parks Superintendent.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Park Superintendent
POSITION REPORTS TO: Deputy Director of Public Works
POSITION SUPERVISES: Park Foreman, Building Technician & Sports Complex Foreman

DESCRIPTION:

Under the direction of the Deputy Director of Public Works, plans, coordinates and manages the maintenance, repair and construction of city parks, municipal facilities, athletic fields and recreational facilities; and provide technical staff assistance to the Deputy Director of Public Works and City Engineer.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Responsible for the supervision of the Park Foreman, Building Technician and Sports Complex Foreman and proper planning and organization of weekly, monthly and annual activities.
2. Responsible for overseeing periodic safety inspections of municipal facilities, playground equipment and other structures and facilities for needed maintenance and repairs.
3. Working in conjunction with the Capital Equipment Team, recommends the purchase of equipment and writes equipment specifications.
4. Prepares the Park Maintenance budget in collaboration with Park Foreman, Building Technician and Sports Complex Foreman.
5. Plans and coordinates snow removal, working in conjunction with Street Superintendent.
6. Coordinates projects with other affected City departments and with federal and state agencies to assure compliance of operations with federal and state laws and regulations.
7. Performs personnel evaluations and assists in employee recruitment, training and discipline.
8. Maintains computerized inventory of park, sports and facility assets.
9. Responsible for requisitioning necessary materials, equipment and supplies, as well as, maintaining an inventory of such.
10. Maintain harmony among workers and resolve grievances. Develop, coach and mentor staff.
11. Oversees construction and maintenance work to determine acceptability and conformance to standards; performs periodic inspections of all work in progress.
12. Prepares reports and maintains records, including park equipment inspections, chemical applicators license and performance measures.
13. Utilizes critical thinking and exercises considerable discretion in the resolution of Park Maintenance problems and in developing standards and guides for diverse activities.
14. Assists in reviewing and developing departmental procedures and regulations, as well helping to establish departmental goals and priorities.
15. In collaboration with Park Division staff, develops and implements a Park Division work plan.
16. Approves payroll, including allocation of overtime hours worked.
17. Follows up on citizens questions and concerns in areas pertaining to the park division.
18. Represents the city at various functions and serves as a liaison with outside agencies and the general public.
19. Assists in the planning, coordination and management of special events.
20. Must be available for 24-hour contact or call-out.
21. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

- Work is performed mostly in an office setting, although observation of staff may need to be taken outdoors year round in varying weather and environmental conditions.
- Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10-pounds.
- Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally the employee may visit construction or work sites, which may be dusty, noisy and hazardous.
- Moderate to high levels of stress may be experienced.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED.
2. Associate or Bachelor's degree preferred, in Horticulture, Turf Management, Landscaping, Grounds Maintenance or related fields.
3. Must possess and maintain a valid driver's license.
4. Must be able to acquire a valid Nebraska class "B" commercial driver's license within six months of hire.
5. Five (5) years of public works or related park maintenance experience
6. Two (2) years supervisory experience.
7. Must possess a State of Nebraska Chemical Applicators license or acquire within 18 months of hire.
8. The City may accept any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to work varying schedule, including evenings, weekends and holidays, when necessary.
2. Knowledge of materials, methods, practices and equipment used in park maintenance, building maintenance and related activities.
3. Knowledge of practical elements in turf maintenance, horticulture, irrigation and building maintenance.
4. Ability to conduct studies, prepare comprehensive reports and determine cost effective ways for constructing and maintaining parks, buildings and related systems.
5. Knowledge of principles in organization, administration, budget and personnel management.
6. Ability to communicate clearly and concisely, both orally and in writing.
7. Ability to read and understand blue prints and schematics.
8. Basic computer skills, including knowledge of MS Office programs Outlook, Word and Excel; ability to learn other computer skills.
9. Ability to work independently without supervision.
10. Ability to plan and direct multiple assignments.
11. Ability to analyze situations and adopt an effective course of action.
12. Knowledge and understanding of safety principles.
13. Ability to establish and maintain effective working relationships with City officials, fellow employees, contractors, patrons and general public.
14. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

Contributions this Position Makes to the City

This position provides highly responsible assistance to the Deputy Director of Public Works and contributes to the success of the City by working closely with the Public Works staff on complex and strategic initiatives dealing with the City's Public Works department. The Park Superintendent is responsible for strategic initiative in regards to the maintenance, repair and construction of city parks, municipal facilities, athletic fields and recreational facilities.

Disclaimer:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

Note: Background checks and drug screening tests will follow all conditional offers of employment.

I have read and understand the requirements of this position description.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Public Works Park Superintendent
POSITION REPORTS TO: Deputy Director of Public Works
POSITION SUPERVISES: Park Foreman, Building Technicians & Maintenance Workers

DESCRIPTION:

Under the direction of the Deputy Director of Public Works, plans, coordinates, directs and supervises the maintenance, repair and construction of city parks, municipal facilities, athletic fields and recreational facilities.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Responsible for the daily operation of the Park Division, Building Maintenance Division and Sports Complex Division.
2. Responsible for the supervision of subordinate personnel and proper organization of daily activities including prioritizing work assignments, assigning daily tasks and coordinating crews and equipment.
3. Performs personnel evaluations and assists in employee recruitment, training, and discipline.
4. Responsible for requisitioning necessary materials, equipment and supplies, as well as, maintaining an inventory of such.
5. Supervises and participates in the maintenance and preventative maintenance of all park and building maintenance vehicles and equipment.
6. Responsible for overseeing periodic safety inspections of municipal facilities, playground equipment and other structures and facilities.
7. Supervises the removal of snow from City parking lots and sidewalks.
8. Assists in reviewing and developing departmental procedures and regulations, as well as helping to establish departmental goals and priorities.
9. Assists in annual budget preparation and monitors project expenses to ensure budget compliance.
10. Responsible for the installation and maintenance of all underground sprinkler systems.
11. Responsible for the maintenance of all turf type surfaces and tree care.
12. Ensures proper and safe use of chemicals and pesticides.
13. Prepares reports and maintains records.
14. Coordinates with and assists other superintendents and foremen.
15. Attends meetings and seminars as required.
16. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

Work is generally performed outdoors year round in varying weather and environmental conditions. Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from work sites and lift up to 75 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough terrain. Must be able to physically enter and exit confined spaces such as sanitary manholes or utility vaults. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Must possess valid Nebraska driver's license.
2. Graduation from an accredited high school or GED.
3. Associate or Bachelor's degree in any area is preferred. Job related work experience may be substituted for education.
4. Must be able to acquire a valid Nebraska class "B" commercial driver's license within six months of hire.
Five (5) years of experience in turf grass maintenance, irrigation installation or general horticulture practices, or a combination of education and experience.
5. Must possess a State of Nebraska Chemical Applicator license.
6. Two (2) years supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of turf grass maintenance, irrigation system installation, fertilizer practices and general knowledge of horticulture practices.
2. Knowledge of supplies and procedures utilized in park and building maintenance.
3. Ability to utilize supervisory and management techniques.
4. Conflict resolution skills.
5. Basic mathematical skills.
6. Basic mechanical skills.
7. Basic computer skills.
8. Ability to work from a ladder at heights greater than (4) feet.
9. Ability to plan and direct multiple assignments.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to read and interpret blueprints.
12. Ability to prepare and maintain accurate departmental records and reports.
13. Ability to establish and maintain effective working relationships with City officials, fellow employees and patrons.
14. Ability to work varying schedules, including evenings, weekends and holidays.
15. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

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Signature

Date