Job Description

Job Title:	Parks Maintenance Superintendent	Classification:	Classified
Department:	Parks and Recreation	Grade:	320
Occupational Group:	Maintenance and Trades	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; plans, organizes, and supervises the staff and operations of the Parks' maintenance work crews; supervises regular maintenance of City Parks, park facilities, lawns, grounds, and other cultivated areas in the City; assures that safe and clean park facilities are provided for residents.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Plans, coordinates, and supervises maintenance of landscape and grounds in assigned parks, recreation centers, municipal facilities, and playgrounds including inspection, maintenance, management and improvement of City parks.
2. Evaluates maintenance issues; recommends and implements solutions to provide safe, clean, and aesthetically pleasing park facilities.
3. Coordinates the daily activities of the assigned parks maintenance teams. Establishes and enforces work methods, procedures, and standards. Provides assistance and training in technical issues and responsibilities.
4. Supervises maintenance operations, resource allocations, special projects, and assigned personnel. Prioritizes projects and inspects job sites to assure quality work products and effective use of resources.
5. Reviews work of assigned staff to ensure quality of work and timely accomplishment of assigned duties and responsibilities. Meets regularly with staff to discuss and resolve special projects and workload issues. Supervises set up and tear down and similar tasks for special City events.
6. Monitors work sites to ensure compliance of safety rules and regulations; ensures work zones and equipment are in safe operating condition; assures maintenance activities comply with laws, regulations, policies, and safety standards. Recognizes, reports, and resolves unsafe acts, safety concerns, accidents or injuries, and security issues.
7. Oversees the maintenance of irrigation systems; inspects systems and repairs.
8. Plans and directs application of pesticides, herbicides, and fertilizers; oversees work to ensure safe and effective application of materials.
9. Supervises a variety of administrative activities including records management, employee scheduling, payroll reporting, and work activity reports.
10. Processes and responds to work requests and complaints from City officials and the general public.
11. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
12. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.

13. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
14. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Maintains inventories; assures adequate materials, supplies, and tools are available.
- Orders and stages materials, supplies, and equipment for special projects; ensures projects meet goals and standards.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Supervisory principles and practices; City rules and regulations; Federal and State laws regulating park facilities and their services; use of office equipment and computer system applications; principles and practices for the operation, maintenance, and repair of mechanical systems including HVAC, plumbing, and electrical systems; practices and techniques for energy conservation as related to the operation of a variety of mechanical systems; methods and techniques for performing basic carpentry, plumbing, and electrical work; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other City employees and officials; understanding and following complex instructions and directions; troubleshooting problems in heating, ventilation, air conditioning, plumbing, and electrical systems; installing, maintaining, and repairing heating, ventilation, air conditioning, plumbing, and electrical systems; reading plans, blueprints, and technical drawings for mechanical systems; communicating effectively, orally and in writing; maintaining accurate and precise recordkeeping; handling conflict between employees or the public; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Graduation from an accredited college or university with a Bachelor's degree in Facilities Management, Grounds Management, or related discipline is preferred, but not required.

Experience: Five years of maintenance and repair experience of park grounds and facilities including some supervisory experience is required. Education may be substituted for two years of the required experience.

Licenses and Certifications: Possess and maintain a Class B Commercial Driver's License (CDL) with the appropriate endorsements within 90 days of appointment. Certification as a Pool Operator, HVAC, Playground Inspection, and Carpentry is preferred, but not required.

Physical Demands Requirements and Working Conditions

This position works predominantly indoor but often performs work in an outdoor environment. Sitting and standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, as well as operate a variety of hand tools and equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone or radio. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information in the office environment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment. Employees working indoors are exposed with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working outdoors, employees may be exposed to loud noise levels, cramped spaces and conditions, and mechanical hazards associated with equipment and other hazards due to working around the public. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	