



## PARKS SUPERINTENDENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under the general direction of the Director of Parks & Recreation, to plan, organize and direct the operation of the Parks Division; assist with the management of the Parks & Recreation Department; provide highly responsible professional and technical staff assistance; and do related work as required.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

Formulates policies, procedures goals and objectives of the Parks Division; analyzes the effectiveness of Division programs and delivery systems; and recommends operational changes. Plans, organizes, directs and supervises the work of the Parks Division. Works as part of the Department's management team coordinating the Parks Division and Recreation Division's budget, personnel, facilities and programs. Coordinates the work of vendors and contractors. Assigns and inspects the work of crews engaged in the installation of park and playground equipment; the maintenance of park, playground and landscaped areas; and the trimming and maintenance of trees. Confers with Supervisors and Lead Workers in scheduling and assigning personnel. Responsible for the selection and hiring process for new employees; responsible for the Division safety training program; manages training and supervision of appropriate corrective action, as required. Staff to the Beautification Commission. Surveys City parks and other facilities and identifies infrastructure concerns; develops and assists in the administration of parks capital improvements. Assists in the preparation and administration of improvement projects; performs on-site supervision of park and playground construction and repair projects. Manages the Division fleet of vehicles and other general and specialized equipment.

### **OTHER DUTIES**

Prepares annual Parks Division budget and controls budgetary expenditures. Negotiates and administers contracts for maintenance, tree trimming and other services, as necessary. Prepares reports, provides staff support, and/or attends meetings for the Parks & Recreation Director, City Manager, City Boards and Commissions, and community groups, as required. Prepares and administers grants for parks improvements and operations. Assists in administering the City Street Tree Ordinance and the City's Urban Reforestation and Tree Protection Ordinance. Updates the City's Urban Forest Management Plan, as needed. Meets and communicates with citizens to discuss City parks and playground facilities; receives and resolves citizen complaints. May be assigned to act as Director of Parks & Recreation in the Director's absence.

### **KNOWLEDGE/ABILITIES/SKILLS:** *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:** Methods, materials and equipment to be used in the installation and maintenance of park and playground facilities, including the cultivation and fertilization of plants and trees maintained by the City. Turf maintenance and methods, materials and equipment to be use in the

care and nurturing of trees and plants capable of being grown in the vicinity of Burlingame. Arboriculture, including plant and tree diseases and pests, approved control and eradication methods and chemicals, and integrated pest control. Principles of landscaping and parks and recreation facility planning, development and maintenance. The pertinent laws, codes and safety orders covering street tree and park maintenance work. Principles and techniques of organization, supervision and training, budgeting and budget control, personnel management, record keeping procedures, safe work practices, report preparation, and contract preparation and administration. Knowledge of and participation in parks and recreation professional associations. Methods to establish and maintain cooperative working relations with subordinate employees, other City staff, local schools, community groups and members of the general public.

**Ability to:** Plan, direct and inspect the technical details of the installation and maintenance of park and playground equipment; the maintenance and operation of irrigation systems; the maintenance and repair of City owned restrooms and other buildings and facilities; the cultivation and fertilization of plants and shrubs, and the trimming and care of trees. Recruit, train, plan, assign, direct and evaluate the activities of technical, skilled and unskilled plans and specifications. Analyze situations accurately and adopt an effective course of action; follow oral and written directions; keep accurate records and prepare clear and concise oral and written reports. Establish and maintain cooperative working relationships with municipal officials, subordinate employees, and the general public; administer Memorandum of Understand.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Sufficient education to satisfactorily perform the duties of the classification. A typical qualifying education would be the equivalent of a four year college degree, including course work in such areas as business, public administration, arboriculture, agronomy, park management, or related fields.

**Experience:** Four years of increasingly responsible administrative and supervisory experience in park development, urban forestry, park maintenance and operations, and/or construction.

**License/Certificates:**

Possession of a valid and appropriate California Motor Vehicle Operators License is required. Possession of Pest Control Advisor' License, Qualified Applicators Certificate (QAC) issued by the State of California and Certified Playground Inspector's certification are desirable.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Ability to analyze facts and exercise independent judgment; work cooperatively with those contacted in the course of work; enforce necessary regulations with firmness and tact; bend, stoop, crawl, or other body motion necessary to inspect parks and trees; work outdoors in occasional adverse weather; twist upper body to get in and out of vehicle; deal with citizens and contacts with tact and firmness; and remain calm when dealing with upset citizens, contractors or staff.

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