

Recreation Maintenance Superintendent - 2131

Primary Reason Why Classification Exists

To manage the Building and Grounds Maintenance Division of the Parks & Recreation Department

Distinguishing Features of the Class

An employee in this class is responsible for supervising and participating in the operations of the Building and Grounds Maintenance Division of the Parks & Recreation Department. Emphasis of the work is on directing and participating in the maintenance and improvement program for parks, grounds, cemeteries, greenways, pools, recreation facilities, and other municipal facilities. The employee exercises initiative to ensure all maintenance and repair activities are planned and completed within budget and time constraints. Work is performed in accordance with established policies and regulations under the general supervision of the Parks & Recreation Director and is evaluated on the basis of attainment of individual and work unit objectives and effectiveness and efficiency of the parks and maintenance programs.

Illustrative Examples of Work

- Participates with department director in long-range planning for parks and recreation and other facility preventive and corrective maintenance; coordinates the day-to-day operations of buildings, parks, and grounds maintenance program; assists with the planning and implementation of departmental and committee projects
- Responsible for management of the cemetery and maintenance; meets with funeral homes and monument companies, for burials and monuments, meet with customers, sells burial lots, mark lots for burial, generate deeds, data collecting/recording, and oversees the maintenance and repair of monuments, borders and singe
- Makes recommendations on new hires, trains, assigns, motivates, provides communication, conducts employee performance coaching and evaluations, and participates in disciplinary actions; monitors performance to ensure procedures are followed and work quality expectations and deadlines are met
- Participates in departmental budget development and administration including preparing equipment specifications; orders materials and equipment; maintains the inventory necessary for parks, swimming pool, and maintenance repairs
- Assists in managing various contracts related to department and other City facilities and ensuring adherence to specifications and budget
- Performs on-site inspections, prepares bids, obtains purchase orders, reviews contracts, selects contractors for construction and repair work; inspecting completed work for compliance with established procedures and specifications
- Prioritizes and assigns the staff workloads and with attention to accurately assessing the department goals and objectives; determines the correct equipment and materials requirements for tasks and projects; ensures equipment utilized by staff are inspected for safety and maintained for operations; may perform technical or skilled work tasks of staff in projects requiring a higher level of assistance
- Updates and maintains OSHA and EPA rules and regulations; serves as departmental safety coordinator and enforces safety standards

- Participates in trouble shooting and problem solving maintenance issues of various tools and equipment; confers with the department director in coordinating and implementing short and long-term care and repair activities
- Instructs employees in proper work procedures, hazards, and safety precautions; provides feedback and quality assurance
- Meets with the public to address and resolve inquires and complaints
- Maintains necessary records on equipment, tools, and work activities; records monthly inspections or vehicles, equipment, playgrounds, buildings, amenities, and facilities
- Serves as departmental safety coordinator and enforces safety standards
- Assists with monthly activity and budget reports, work plans, and construction reports; coordinates implementation of departmental and committee projects
- Performs related work as required

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of building and grounds maintenance
- Considerable knowledge of the methods, tools, and equipment utilized in parks and recreation construction practices
- Considerable knowledge of applicable safety standards associated with the work performed
- Considerable knowledge of principles and practices of operating and capital budgeting, purchasing, and personnel procedures
- Considerable knowledge of landscape architecture and turf management practices
- Knowledge of Federal and State regulations related to maintenance of building and grounds
- Knowledge of public relations practices to communicate with employees and the public
- Knowledge of principles of supervision and federal and state employment laws
- Ability to supervise, train, and develop staff; ability to delegate responsibilities
- Ability to apply various employment related laws in the work place
- Ability to develop and administer an operating and capital budget; ability to develop and apply a building and grounds business plan
- Ability to interpret and work from sketches, diagrams, and installation and repair charts
- Ability to plan, organize, and evaluate work activities and projects; ability to review materials, analyze findings, and present written and oral reports and recommendations
- Ability to follow oral and written instructions accurately
- Ability to establish and maintain effective working relationships with city staff, government and business officials, contractors and the general public
- Ability to express ideas clearly, both orally and in writing
- Ability to operate personal computer including applicable software packages
- Skill in the operation of assigned equipment and tools

Physical Requirements

This classification is defined at medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Work may require balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, and grasping. Vocal communication is required to express or exchange ideas and convey detailed or important instructions to others accurately. Hearing is required to

perceive information at normal spoken word levels and/or make fine distinctions in sound. Visual acuity is required to make depth and color perception, night and peripheral vision, prepare and analyze written or computer data, use measuring devices, operate machines and motor vehicles, determine the accuracy and thoroughness of work, and observe general surroundings and activities

Working Conditions

The employee is subject to both inside and outside environmental conditions including extreme heat and extreme cold. Employee is also subject to noise causing the employee to shout in order to be heard, vibrations including oscillating movements of the extremities or whole body, and hazards, including proximity to moving parts, electrical current, high heat, or chemicals and atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

Education and Experience

Graduation from high school or GED equivalency and 5 - 7 years experience in the supervising the functions of buildings and grounds maintenance including landscaping and sports ball field maintenance. Two years of the experience must have been at the supervisory level. An Associate's degree in turf management, construction, or engineering is desired.

Special Requirements

- Valid North Carolina commercial driver's license (CDL-B); CDL-A is preferred
- Certified in first aid, CPR, pool operations, playground inspector
- North Carolina certified ornamental pesticide applicators license

FLSA Status: Exempt (Regularly directs the work of two or more full-time employees and one or two seasonal staff and has the authority to recommend the hiring, firing, advancement, promotion or other status given particular weight).

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

March 2015