

City of Claremont, New Hampshire Position Description

Position Titled:	Superintendent of Parks and Facility Operations	FLSA Status:	Exempt
Reports to:	Parks & Recreation Director	Union/Merit:	Merit
Department:	Parks & Recreation	Grade Level-Points:	9-551
		Revised/Updated:	11/26/2012

Job Summary

Assists the Parks & Recreation Director in planning, organizing, directing and coordinating activities involved in the maintenance and care of municipal parks and recreational facilities to include the City's Community Center, Aquatic Facilities, Parks System and its facilities. Coordinates with the Superintendent of Recreation Programs the plans and schedules for athletic and recreation program facility needs. Establishes priorities for the care and maintenance of the parks and recreation facilities. Serves as Director of Parks & Recreation in his/her absence as assigned.

The incumbent plans and supervises a variety of maintenance and repair programs for municipal parks and recreation facilities. This work is largely responsible for the effective and efficient use of the Community Center Facilities, Parks System and, as such affects the quality of life for many City residents.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Assists the Director in developing and implementing plans to systematically maintain parks, indoor and outdoor recreation facilities and equipment. Recommends equipment purchases and oversees the maintenance, repair, and replacement of unit vehicles, construction equipment, and facilities and equipment.
2. Assigns work and supervises work crews on construction projects, facility maintenance tasks, aquatic facility maintenance tasks, field and turf management. Assigns and supervises attendants, lifeguards and frontline staff at all aquatic and recreation facilities. Plans and supervises a variety of maintenance and repair programs for municipal parks and recreation facilities. Schedules and coordinates facility personnel.
3. Supervises maintenance and facility operations staff 5 to 15 depending on the season to include supervising the work of subordinate supervisors and other employees engaged in maintaining, repairing, and/or installing paths, walks, drainage equipment, lawns, play fields, playgrounds and fences within municipal parks. Supervises and works with subordinate supervisors and other employees engaged in facility supervision, turf and facility care and maintenance such as seeding, weeding, mowing, pruning and trimming trees and shrubbery, planting and caring for trees, shrubs and flowers, cutting hedges, painting and making repairs to facilities, lining sport fields, caring for aquatic facilities, care facilities and other. Supervises the work of subordinate supervisors and other employees such as lifeguards, facility attendants and maintenance of aquatic facilities.

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4. Carries out personnel policies and procedures for department employees. Maintains essential records of personnel, equipment, materials, work done and time spent.
5. Speaks at schools, organizations and other groups to discuss park and facility services provided by the Parks and Recreation Department. Plans and directs the use of parks and recreation facilities for City wide special events.
6. Conducts weekly inspections of all playgrounds and park facilities and making arrangements for proper repairs. Performs general maintenance tasks within the parks and facilities which include general custodial and park maintenance duties.
7. Works directly with the Director and Superintendant of Recreation Programs to publicize use of park facilities, programs and all Department functions and special events through brochure development, newspaper columns, public access TV, city web site, posters, flyers and speaking engagements. Works with clubs and organizations to promote projects and funding support for park facilities.
8. Orders, obtains, accounts for, safeguards and distributes materials, tools and supplies and equipment needed for parks and facilities. Prepares parks and recreation budget recommendations and submits to the Director. Prepares statistical and narrative reports.
9. Recruits, hires, and trains paid and volunteer employees. Plans and conducts employee and volunteer training sessions. Reviews, analyzes and determines needs of the Department staffing and volunteers. Conducts staff meetings with seasonal and full time personnel. Supervises volunteers that assist with park programs and events.
10. Attends conferences and staff meetings to keep abreast of new developments in the parks and recreational field. Assists the Director in the development of procedural and policy manuals for the Parks & Recreation Department. Assists the Director in the planning and construction of new recreational facilities. Assists with assessing fees for park and recreation facilities. Provides assistance to the Director in the operation and management of all divisions within the Parks & Recreation Department.
11. Assists and works closely with the Superintendent of Recreation Programs in all Department functions. Coordinates facility needs with program development. Performs multifaceted functions and administrative work assisting the Director in the overall operation of the Department including preparing and administering the budget, revenue generation and grant writing proposals.
12. Enters registration and permit information into the registration software program as needed. Uses a computer and various software to develop promotional material and brochures.

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13. Acts as a customer service representative at all times, including answering phones and serving customers throughout the day. Availability to work nights and weekends.
14. Serves as Director of Parks & Recreation in his/her absence as assigned.
15. Performs other related duties as assigned.

Peripheral Duties

Attend council meetings as requested.
Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Bachelor's Degree from an accredited college or university with required major course study in facility management, park maintenance, turf management, recreation management or public administration coupled with at least three (3) to five (5) years working in a Parks & Recreation environment with at least three (3) of the years having considerable experience in recreation facility maintenance to include: Community Center, and Aquatics Facility Recreation. At least three (3) years of progressively responsible supervisory experience; personnel management; budget preparation; and a valid driver's license a must. Certification as a Certified Parks & Recreation Professional (CPRP) is a plus but not a requirement. Candidate may possess an equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Administrative policies and procedures related to the administration of the Department.
- Budgetary principles and practices.
- Computers and computer software.
- Techniques of effective time management.
- The facilities and equipment needed in a broad parks and recreational department including tools, equipment and material used in recreation and park activities.
- Human behavior, as applied to varied groups participating in recreational activities in park settings.

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- Thorough knowledge in the complete operations and management of community center and park department operations.
- Thorough knowledge of First Aid methods and necessary safety precautions required in recreation and park work.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Act as a community expert related to park and recreation issues that affect the health and well being of the community.
- Lead and instruct training sessions and others in park related activities.
- Work and direct people of all ages individually and in groups.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Ability to maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Skill in the use of the tools and equipment listed below.

Supervision Received

Works under the general supervision of the Director of Parks & Recreation. Most duties are performed independently and the incumbent uses a moderate amount of independent judgment in scheduling tasks and working with facility operations staff and maintenance personnel, etc. Work is reviewed through observation, staff meetings and reports of department activities.

Supervision Exercised

Incumbent exercises working supervision over two (2) full and up to (15) part time and seasonal employees over the course of the year. Incumbent exercises working supervision over fifteen (15) plus volunteers over the course of the year.

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Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. The incumbent has a wide range of personal contacts including the public, community center staff, volunteer workers, community center board, parks & recreation board, city departments and some city management officials.

Licensing & Certification

Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, motor vehicle, telephone, typewriter, calculator, copy machine, fax machine, tractors, trucks, hand tools, power tools etc

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement, carpeted floors, turf and other sport field and court surfaces.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, computer mouse, and hydraulic levers.

Typical Work Environment: Inside: 50% Outside: 50%

Summary of Occupational Exposures: Incumbent spends majority of time coordinating maintenance tasks, supervising operations of facilities for the Community Center and/or Parks System. Frequent evenings and weekend hours are required. Some physical effort required when demonstrating and participating in maintenance tasks and facility operations. Working conditions could involve performance under varying weather conditions. May be exposed to cleaning fluids, turf care products, copier toner, etc.

The incumbent's working conditions are typically quiet to moderately loud depending on the activities being performed. Exposure to seasonal weather conditions are also a factor.

Physical Activity Requirements

Primary Physical Requirements

Other Physical Considerations

LIFT up to 10 lbs.: Frequently required

Twisting: Occasionally required

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<u>LIFT 11 to 25 lbs.:</u>	Frequently required	<u>Bending:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required	<u>Crawling:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Occasionally required	<u>Squatting:</u>	Occasionally required
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<u>CARRY up to 10 lbs.:</u>	Occasionally required	<u>Kneeling:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Crouching:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required	<u>Balancing:</u>	Rarely required
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<u>REACH above shoulder height:</u>	Occasionally required	<u>Grasping:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required	<u>Fingering:</u>	Frequently required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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