

**Position Title:** Parks Superintendent

**Supervisor's Title:** Park Services Director

**Pay Grade:** \$36.43 to \$55.13

**FLSA Status:** Exempt

**Positions Supervised:** Lead Grounds Specialist, Grounds Specialists, Facility Specialist, part-time and seasonal Grounds Specialist staff.

**First Review:** 09/06/2022

**Creation/Revision Date:** September 05, 2021

**PURPOSE OF POSITION:**

The Parks Superintendent uses best practices to plan and implement a comprehensive maintenance program for District parks, facilities, and properties. This position is responsible for ensuring PenMet Parks' facilities and grounds are perpetually maintained and operated to meet or exceed level of service objectives and to preserve capital investments. The Parks Superintendent serves as the District Safety Officer.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES/DUTIES:**

1. Plans and implements a comprehensive maintenance and facility operations program for all District physical assets, including but not limited to parks, properties, athletic fields and courts, structures, equipment, facilities, and infrastructure. Inspects physical spaces and takes corrective action as needed to ensure conditions meet or exceed expected level of service and comply with applicable jurisdictional requirements.
2. Plans and implements custodial and building services operations. Manages the ongoing operations of building systems.
3. Develops and administers a preventative maintenance program for physical assets.
4. Administers a work order system and prioritizes work to be performed.
5. Manages contracted maintenance and operations programs.
6. Acts as the District Safety Officer. Ensures District-wide operations comply with applicable regulatory requirements and District policies and procedures. Implements, maintains and oversees required safety programs including, but not limited to, the Accident Prevention Program.

7. Manages the vehicle fleet and ensures that vehicles, tools, and equipment are maintained in a clean, safe, and proper working condition. Plans and implements scheduled maintenance, coordinates repairs, and surpluses and replaces vehicles and equipment as needed.

8. Acts as project manager for maintenance projects. Manages and coordinates project tasks to ensure project completion requirements are fulfilled for maintenance projects as assigned.

9. Administers the District security program. Manages keys, park and facility access, and contracted security vendors.

10. Assists in developing, administering, and monitoring the budget for maintenance activities. Procures contractors/vendors, equipment, and supplies. Reviews and approves requisitions.

11. Coaches, mentors, and trains direct report staff in support of District goals, objectives, policies, and procedures. Provides continuous performance management and conducts employee performance evaluations. Addresses performance and/or behavior issues, clarifying expectations and providing feedback.

12. Participates in the recruitment and selection of staff. Provides initial orientation and continuous guidance regarding job requirements and expectations, policies and procedures, and proper use of equipment.

13. Takes responsibility and ownership for accomplishing work, delivering results, and meeting the organization's objectives. Sets high standards of shared performance for self and others.

14. Creates and maintains an inclusive work environment that respects diverse ideas, backgrounds, and styles.

15. Performs other duties as assigned.

#### QUALIFICATIONS:

##### Required Experience:

- Four years of increasingly responsible experience in the maintenance and repair of buildings, grounds, and equipment, including at least one year in supervisory capacity.

##### Required Education:

- Associate's degree from an accredited college or university in Construction, Maintenance, Public Administration, Public Safety, Business Administration, or related field.

- Two additional years of experience and/or professional training may be substituted for the required degree. Experience includes providing expertise in public administration, business administration, landscape architecture, construction management, skilled trades, parks management, occupational health and safety, or related fields.

#### Professional Licenses/Certifications:

- Valid First Aid certificate issued by an authorized agency (required).
- Washington State Public Pesticide Applicator's license, or ability to obtain license (preferred).
- Certified playground safety inspector, or ability to obtain certification (preferred).
- Certified arborist, or ability to obtain certification (preferred).
- OSHA training (preferred).

#### Knowledge/Skills:

- Possesses technical knowledge of grounds, athletic courts and fields, park elements, forest management, building, infrastructure, and other physical systems. Applies knowledge and best practices to job functions.
  - Knowledge of current federal, state, and local regulations that impact maintenance and safety operations.
  - Knowledge of procurement and contract/vendor management.
  - Knowledge of accounting and operational budgeting functions.
- Effectively plans and implements maintenance, custodial, and safety programs.
  - Effectively provides labor forecasts and other pertinent cost factors.
  - Possesses skills to read and apply construction plans and specifications.
- Plans, directs, organizes, and coordinates the work of the position's direct reports. Sets appropriate goals, priorities, and realistic time parameters.
- Completes multiple tasks simultaneously.
  - Possesses excellent written, listening, and verbal communication skills.
- Proficient in Microsoft Office, scheduling software, and work order software. Proficiency with accounting software (Springbrook) to manage budget (preferred).
  - Skilled in conflict resolution and providing excellent customer service to a broad range of participants and constituents.

- Creates an environment for employees to work cooperatively and collaboratively with internal and external colleagues, the Board of Park Commissioners, contractors, partners, and the public.
- Assess situations effectively, identifies solutions, and takes initiative with minimal supervision.

#### WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Work is performed in both indoor and outdoor environments.
- Prolonged periods of time may be spent using a computer, telephone, and other office equipment.
- Some work will be performed in rugged field settings with exposure to varying environmental and weather conditions.
- The position will occasionally operate equipment and use hand and power tools.
- The position will occasionally require lifting up to 50 pounds.
- The position will require walking, bending, standing, carrying, pushing, pulling, crawling, crouching, and other physical work.
- Some local traveling will be required for meetings and visiting District facilities.
- Valid Washington driver's license (required).
- The position will occasionally require an irregular schedule that includes evenings and weekends as dictated by District programs and events.

*“This job description is a summary rather than a detailed list of the duties performed. The essential functions, knowledge, skills, and working conditions may change along with business needs. This job description does not constitute a contract between employer and employee as employment is at will. Peninsula Metropolitan Park District provides reasonable accommodations to assist qualified individuals in order to perform the essential functions their job requires.”*

Job Type: Full-time

Salary: \$36.43 - \$55.13 per hour

Benefits:

- Dental insurance
- Health insurance
- Life insurance

- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: One location

Please submit resumes to [hr@penmetparks.org](mailto:hr@penmetparks.org)