

AQUATICS AND PARKS MAINTENANCE SUPERINTENDENT

JOB DESCRIPTION

Classification Responsibilities: An Aquatics and Parks Maintenance Superintendent is responsible for supervising and overseeing the construction, special maintenance, and repair of park grounds and facilities, aquatics facilities, and other landscaped areas. Working through subordinates, duties include: planning, organizing, coordinating, instructing, and evaluating the work of employees involved in parks special maintenance and repair activities (carpentry, plumbing, electrical, painting, masonry, fence repair, playground equipment service and repair, and welding); ball field preparation and maintenance; aquatics facilities maintenance and repair; equipment operation; equipment service and repair; contract administration, and park irrigation. Administrative responsibilities include: preparation and monitoring of the district parks and/or aquatics maintenance budget; developing equipment and facility maintenance standards and procedures; writing and assisting in bidding and enforcing maintenance contracts; coordinating staff training; developing/revising and implementing section policies; and serving as liaison with special interest groups, recreation programming, and other City staff to avoid conflict between required maintenance and development activity and recreational programming. Responsibilities may include the construction and special maintenance of aquatic facilities and fountains Citywide, and dealing with hazardous materials as related to county, state, and federal requirements and health regulations in the daily maintenance and repair of aquatic facilities. This class is responsible for performing related duties as required.

Distinguishing Features: An Aquatics and Parks Maintenance Superintendent exercises considerable independent judgment in planning maintenance activities and major seasonal projects, and works cooperatively with other staff to ensure resources are used in the most efficient manner. An Aquatics and Parks Maintenance Superintendent receives supervision from an Assistant Parks, Recreation and Commercial Facilities Director who reviews work through meetings, conferences, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of education, training, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Parks Management, Horticulture, Resources Management, Landscape Horticulture or Architecture, or a related field. Extensive (5+ years) experience in the construction, maintenance, and repair of parks and/or turf landscape management, recreation areas, or large outdoor athletic complexes. Extensive (5+ years) experience in the construction, maintenance and repair of large commercial aquatic facilities, including considerable (3 - 5 years) supervisory experience. Must possess a Certified Pool Operator and/or Aquatics Facility Operator certification.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree in a related field. Additional administrative experience in budget preparation, producing cost or productivity studies, facility and sprinkler system design, arboriculture, plan review, and using computer spreadsheets and databases. Certification as a Qualifying Party for pesticide application is preferred. Possession of Arizona Department of Environmental Quality (ADEQ) Grade 1 Treatment Plant Operator.

ESSENTIAL FUNCTIONS

Communication: Communicates with subordinates, management, contractors, vendors and suppliers, special interest groups, City employees, and the general public in order to plan and assign work, coordinate projects, and respond to inquiries and complaints. Prepares budget documents, project status reports, section policies, equipment and facility maintenance standards and procedures, project cost estimates, performance appraisals, and other recordkeeping activities. Speaks before community groups on the operation, goals and objectives of the parks maintenance and development function.

Manual/Physical: Reviews the work of subordinates while in progress and upon completion to ensure compliance with standard operating procedures and appearance standards. Inspects, monitors, and evaluates work-related conditions for compliance with prescribed health and safety standards and regulations. Monitors landscaped areas to determine the need for fertilization, insecticides, rodent control, aeration, trimming, and related maintenance work. Inspects playground equipment, playing fields, and parks/aquatics facilities to ensure safety and appearance standards. As needed for training or special projects, works with cleaning fluids and agents, chemicals, pesticides, insecticides, and paints using normal and protective equipment to apply herbicides and to complete maintenance and repair duties. Operates a motor vehicle requiring a standard Arizona Driver's License to inspect and monitor work in progress and upon completion. Meets scheduling and attendance requirements.

Mental: Plans, organizes, coordinates, supervises, and evaluates the activities of employees involved in parks special maintenance and repair, contract administration, ballfield preparation and maintenance, aquatics facilities maintenance and repair, parks equipment operation, parks equipment service and repair, park irrigation, and administrative support personnel. Prepares and monitors the budget for parks and/or aquatics operation and maintenance functions. Examines work areas, analyzes proposed projects, and determines best approach to accomplish objectives. Assesses and assigns priorities to problems and work assignments when confronted with several pressing demands at one time. Investigates, analyzes, evaluates, and resolves operational procedural, and personnel problems. Analyzes and evaluates information and data accurately in order to express ideas clearly and prepare written reports. Devises timetables for the completion of projects by considering such factors as impact of other work, probable work completion of other work units, time required for coordination and/or review, and the number and duration of probable interruptions. Reviews pesticide applications and storage techniques to ensure compliance with state and federal legislation, and to maximize citizen safety.

Knowledge and Abilities:

Knowledge of:

park planning, construction techniques, and plan review;
report writing techniques for information dissemination;
the procedures, materials, equipment, and safety hazards common to parks/aquatics maintenance work;
the chemicals used in the maintenance of aquatic facilities;
the chemicals used to control plant pests and diseases and safety precautions to be observed in their use;
the principles and methods of supervision and manpower scheduling;
techniques used in planning and goal setting;
management procedures and techniques; and
the work performed by various building trades (e.g., plumbing, welding, masonry, carpentry, and painting).

Ability to:

write contracts to perform general and specific maintenance operations;
write reports and studies tracking the history of maintenance operations;
break large projects down into smaller work units and assign and coordinate work progress;
determine equipment and material needs and submit requisitions for it;
deal effectively with contractors, the general public, outside agencies and services, and other City departments;
work within established guidelines and policies; and
establish and maintain effective working relationships with those supervised, management, the general public, and other City departments.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/15

TO/fl/co

CS5178.DOCX

EEO-S/M

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-TRA

INCREMENTS 62-200

PAY GRADE: 54

SECURITY-No

CDL-No

IND-9102

SWORN-No