

# Middletown, CT Job Description

<b>Classification Title</b>	Superintendent of Parks
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

## PURPOSE OF POSITION

The purpose of this position is to plan, direct and supervise the construction, maintenance and repair of City parks, athletic fields, playgrounds and facilities. ~~The work is performed under the direction of the Director of Public Works.~~

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Plans, directs and manages division operations in the construction, maintenance and repair of parks and other grounds and facilities.
- ~~; oversees or conducts plumbing, mechanical, electrical, carpentry and masonry repairs; develops, implements and monitors rules, policies and regulations; ensures compliance with all health and safety requirements.~~
- Supervises division personnel. Assists in selections of new employees. Provides training and instruction. Plans, coordinates, schedules, assigns and reviews work. allocates personnel, maintains standards and evaluates performance. Administers labor contracts and responds to grievances.
- Coordinates work with other City departments. Responds to inquiries and complaints from other departments, residents and the public.
- Inspects parks, fields, grounds and facilities to determine needed work.
- ~~Directs the Parks Division in the absence of the Director.~~
- Prepares and monitors division budgets. Oversees purchasing functions.
- ~~Prepares a variety of reports, documents and correspondence; prepares specifications, cost analysis, diagrams and maintenance plans; maintains work ledgers for training, chemical application, work orders, repairs, materials and parts~~Assists in the selection of equipment and trucks.
- ~~Oversees the services of contractors, suppliers and vendors; inspects and approves work, purchases and approves materials.~~

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- ~~• Schedules park facility reservations for picnics and community events.~~
- ~~• Attends Common Council meetings, Commission meetings as required by the Director of Public Works.~~
- ~~• Provides backup to other division personnel.~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

~~Bachelor's degree in Park Management or a related field with s~~Seven years of progressively responsible park and facilities management experience, ~~or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

#### Other

- ~~• Position requires Class B Commercial Driver's License, Confined Space Certification. Candidate must be able to acquire accreditation with the Northeast Organic Farmers Association for Organic Land Care Management Professionals within one year of hire date, if required. Ability to acquire the State of Connecticut Pool Operators Certification. Pool and Spa Operator's Certification Class B.~~

### PREFERRED QUALIFICATIONS

None.

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. ~~Requires the a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to

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advise and interpret regarding the application of policies, procedures and standards to specific situations.

- ~~Requires the ability~~ to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as vehicle maintenance reports, invoices, technical studies, architectural drawings, budgets, contracts, drawings, manuals, blueprints, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director and all department personnel, councils and commissions, other City departments, and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records

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- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Ccommunicate in English effectively orally and in writing
- Ability to Mmaintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Rreason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Eestablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Ssatisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, drafting and testing instruments, hand and power tools, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, up to fifty pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

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### **WORKING CONDITIONS**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

~~• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature, lighting and noise extremes, toxic agents, vibrations, machinery or traffic hazards can cause discomfort and where there is a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/15/15
<b>Dates revised</b>	