

Town of Fortville

Position Description: Parks and Grounds Superintendent

Status: Full Time Exempt

Effective Date: July 1, 2017

Reports to: Town Manager

Supervises: Part-Time and Seasonal Park Employees

POSITION SUMMARY:

Under the direction of the Park and Recreation Board and the Town Manager, the Parks Superintendent establishes, preserves and manages the public parks, greenways and recreation activities creating recreational, educational and leisure opportunities to enhance the quality of life in Fortville. The Parks Superintendent provides direction and supervision of park employees and projects; oversees the general administration of the Park and Recreation Department activities; works with the Town Manager on strategic and annual planning to meet public expectations; positively communicates with volunteers, the media, civic organizations, Town Council, the general public, local businesses and the Park Board; and manages the department budget and capital improvement program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The position includes, but is not limited to, the following duties and responsibilities:

Hires, trains, and supervise employees, subject to approval of the Town Manager.

Provide direction, training and supervision of park department employees including preparation and coordination of employee tasks and work schedules;

Implement and enforce Town and department policies and procedures;

Routine inspection and maintenance of park buildings, grounds, trails, equipment and other amenities;

Responsible for the cleanliness, safety and structural repair of park buildings and structures including playground equipment, picnic tables, benches, trash receptacles, and sprinkler systems;

Oversee maintenance of park grounds including lawn care, fertilizer, herbicide and pesticide application, irrigation, landscaping, shrub and tree pruning, mulching, and soil amendments;

Develop and implement landscaping plans including ordering and purchasing materials, planting schedules and installation;

Responsible for the operation, maintenance and repair of all types of park equipment including trucks and mowers;

Snow removal from roads, parking lots, sidewalks and trails;

Assist the Street Department with plowing snow;

Order and maintain needed equipment, parts and supplies;

Assist in the development of park plans, policies, fees and charges;

Direct the acquisition, planning, design and construction of park and recreation facilities;

Develop and implement diversified park and recreation written materials, activities and programs;

Account for expenditure of department funds including the preparation and justification of budget estimates and support data;

Identify, apply for, and administer local, state or federal grant funding and other funding sources for park and recreation projects;

Maintain complete and accurate records of department finances, activities, services, personnel, and property and equipment inventory;

Prepare periodic reports for the Park Board, Town Council, local media and regulatory agencies as required;

Attend appropriate State and Regional conferences, training and meetings to keep current of innovations and funding opportunities;

Assist other departments and perform other duties as assigned.

Maintains asset inventory and periodically submits reports to Clerk-Treasurer.

Desired Minimum Qualifications:

High school diploma or GED; Knowledgeable in park management, recreation, landscaping, ecology, with a minimum of five years of parks and recreation experience;

Knowledge of management/leadership theory, recreation program issues, ecosystem considerations and park facilities maintenance.

Ability to communicate effectively, verbally and in writing, to a wide range of constituents; and to negotiate agreements concerning service contracts and land use arrangements.

Ability to work independently within budget limits; the management ability to plan, organize, lead, and control all aspects of Parks operations; the ability to supervise and evaluate full-time and part-time employees; sufficient computer skills to facilitate writing, data, and analytical tasks.

A valid driver's license is required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local flora and fauna, principles of resource management, and park and recreation administration.

Professional and reliable exercise of independent judgment in the oversight and operation of the Park and Recreation Department.

Leading and managing others professionally and effectively.

Ability to inspect, detect and repair potential mechanical equipment defects.

Knowledge of the safe work practices required for the type of work performed.

Possess an alert mind, retentive memory, and logical thinking and problem solving and capable of understanding and following both written and oral instructions.

Must be able to express oneself clearly and concisely in both oral and written reports.

Must be able to establish and maintain effective and cooperative relationships with superiors, fellow employees, volunteers and the general public.

Must have the ability to effectively and cooperatively work with other Town departments, contractors, commercial entities and civic groups.

Ability to prioritize workload and efficiently manage time to accomplish a variety of tasks and meet established deadlines.

Must possess a basic knowledge of computerized applications of word processing, spreadsheets and databases and composing reports.

Regular and punctual attendance.

ADA Compliance:

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds)

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations and the physical ability to work outdoors in a variety of natural terrains and weather conditions.

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