



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**SUPERINDEPENDENT OF PARKS  
PROJECTS**  
(PARKS DIVISION)  
PARKS, RECREATION, AND TOURISM

Human Resources Department  
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**GENERAL STATEMENT OF RESPONSIBILITIES**

Under limited supervision, this position provides leadership, overall administration and technical expertise in the maintenance and construction of facilities, use and care of equipment, planning and allocating of resources for the Department of Parks, Recreation and Tourism. This position monitors and provides recommendations for construction contracts and projects, capital improvement planning, and coordinates staff to provide essential support for key community events. Reports to the Assistant Director of Parks.

**ESSENTIAL JOB FUNCTIONS**

Assesses and prioritizes parks projects and maintenance needs and develops and implements maintenance schedules based upon priority, routine maintenance and immediate safety concerns. Assigns personnel to ensure the availability and adequate distribution of labor, equipment and materials as required. Performs daily inspections and monitors ongoing construction, capital improvement and maintenance projects; coordinates the work of contractors, vendors, engineers, staff, and purchasing agents for assigned projects. Serves as liaison with project engineers and inspectors for complex construction projects; assists with the review of bids, contracts, blueprints and project specifications.

Provides special event support and coordination of resources. Responsible for submitting requisitions, preparing purchase orders, maintaining records in the operating system to include work orders and playground inspections.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Screens and responds to general inquiries and complaints; provides information on policies and procedures; performs other similar types of administrative support activities.

Responsible for the effective supervision and administration of assigned branch including, budgeting, purchasing and financial transactions to include revenue collection, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities. Prepares recommendations for annual and capital budgets, monitor expenditures for operations and projects. Evaluates the need to fill vacant positions and recommends changes to allocated positions and branch structure as needed. Researches and prepares recommendations and reports as required.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Park Operations and Maintenance – Thorough knowledge of park facility operations and maintenance. Knowledge of construction practices, methods, techniques, and procedures to include reading and creating blueprints, specifications, drawing, and related information.
- Project Management – Comprehensive knowledge of organizing, planning, coordinating, managing and directing administrative functions, planning processes and technology projects.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, and other work related precautions.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

## **REQUIRED SKILLS**

- Critical Thinking – Uses logic and reasoning to understand, analyze, and evaluate complex situation and researches information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, accounting representatives from all departments, and outside agencies. Effectively responds to and resolves complex inquiries and disputes.

## **REQUIRED ABILITIES**

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication - Ability to communicate ideas and proposals effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing to include maps, blueprints and technical drawings. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.
- Financial Management - Ability to perform arithmetic, and statistical calculations. Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

## **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Construction Technology, Business Administration, Public Administration, or a related field and 5-7 years of progressively responsible experience in project management, and/or construction management experience, with 3-4 years of supervisory experience, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

Acceptable general background check to include a local and state criminal history check, and sex offender registry check as well as a valid driver's license with an acceptable driving record.

Must be a Certified Playground Safety Inspector with the NRPA (National Recreation & Park Association) within 6 months of employment.

This position requires pre-employment medical examination.

## **PHYSICAL REQUIREMENTS**

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, wetness, humidity, temperature and weather extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, animal/wildlife attacks, firearms, water hazards, disease, or rude/irate customers.