



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
OPERATIONS SUPERINTENDENT
(PARKS-MAINTENANCE)
PARKS, RECREATION, AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position plans, organizes, coordinates and directs the day-to-day activities of employees involved in parks maintenance, repair and construction. Reports to the Superintendent of Parks Maintenance Landscaping.

ESSENTIAL JOB FUNCTIONS

Responsible for overseeing fence repairs, sign fabrication and installation, playground equipment construction and repair, and park facility maintenance; inspects the work of employees and contractors and takes appropriate action to ensure conformance to work plans and orders. Researches and prepares specifications for park construction and maintenance projects; prepares bid packages and coordinates contractual projects.

Responsible for the effective supervision and administration of assigned crews to include budget preparation and monitoring expenditures, staff development and training, succession planning, performance management, employee relations, prioritizing and assigning work and related activities.

Prepares detailed records and reports with recommendations as appropriate; responds to correspondence; maintains accurate inventories of equipment, materials and supplies and arranges for procurement of items.

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.

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 Maintenance - Thorough knowledge of park facility maintenance and construction practices, methods, techniques and procedures.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations for work related precautions.

- Supervision – Thorough knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Customer Service – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of tasks with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and outside agencies. Effectively responds to and resolves complex inquiries and disputes.
- Judgment/Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.

REQUIRED ABILITIES

- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of employee relations issues with tact, confidentiality and diplomacy.
- 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.
- Accounting and Budgeting – Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in Engineering, Construction Technology, Business Administration, Public Administration or a related field and 3-5 years of progressively responsible supervisory and management experience in park maintenance or a related construction field, or any equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history and sex offender registry check is required.

A valid driver's license with an acceptable driving record.

This position requires pre-employment medical examination.

PHYSICAL AND DEXTERITY 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, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL HAZARDS

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, water hazards, disease, or rude/irate customers.