



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
**SUPERINTENDENT OF PARKS
MAINTENANCE & LANDSCAPING**
(PARKS DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for the oversight and management of the Department of Parks, Recreation and Tourism Facilities Maintenance & Landscape Services Branch. Reports to the Parks Administrator.

ESSENTIAL JOB FUNCTIONS

Oversees and coordinates maintenance, repair, construction and horticultural projects and activities for the department to include grounds maintenance, fence repairs, sign fabrication, playground equipment inspection and repair, park facilities design, construction and maintenance, and arboricultural work. Develops, implements, and oversees a comprehensive maintenance and management program; researches specifications for landscape and park projects; prepares bid packages. Prepares detailed records and reports such as insurance estimations for damaged or destroyed plant material or facilities infrastructure items.

Responsible for the effective supervision and administration of the Facilities Maintenance & Landscape Services Division including budget preparation and monitoring, purchasing and financial transactions, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Coordinates, develops, and recommends short and long-range plans pertaining to the management and maintenance of the branch; develops and recommends policies and procedures; recommends internal branch organization; and establishes and implements management systems to effectively meet operating goals and objectives.

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

- Maintenance - Comprehensive knowledge of the methods, tools, and equipment used in the repair of park facilities, structures, equipment, and amenities as well as the operation and maintenance of assigned vehicles or equipment.

- Park Operations – Thorough knowledge of park facility operation and maintenance to include visitor management principles and techniques as applied to parks and outdoor recreational settings as well as professional recreational philosophies, principles, and practices.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, and other work related precautions.
- Strategic Planning – Knowledge of strategic planning principles and theories to ensure competitive advantage and efficiency.
- 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 – Using logic and reasoning to understand, analyze, and evaluate complex situation and research 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

- 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.
- 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.

EDUCATION AND EXPERIENCE

Requires a Bachelor’s Degree in Horticulture, Landscape Architecture, Arboriculture, Parks and Recreation or a related field and 5-7 years of related experience including 3-5 years of lead or supervisory experience, or an equivalent combination of education and experience. Experience in landscaping, arboriculture or a related field is preferred.

ADDITIONAL REQUIREMENTS

Acceptable general background check to include a local and state criminal history check, sex offender registry check and a valid driver’s license with an acceptable driving record.
This position requires pre-employment medical evaluation.

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.