

**CITY OF JOHNSTON  
JOB DESCRIPTION**

**Department:** Parks & Recreation  
**Title:** Parks Superintendent  
**FLSA:** Exempt  
**Date:** September 2008  
**Reports to:** Parks and Recreation Director

**DEFINITION:**

Under the direction of the Parks and Recreation Director, assists in managing the acquisition, planning, design, construction, maintenance, and operations of City parks, cemeteries, park buildings and recreational facilities.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Assists Parks and Recreation Director with preparation and administration of annual department budget. Provides ideas, investigates proposals, and documents programs, revenues and expenses for budget preparation and other planning activities.

Participates in the department's long-range planning activities including the Capital Improvement Program, and assists with management of CIP, including preparation of short-term and long-term plans, budget development, design and construction contract administration, and facility inspection to ensure compliance with CIP and City ordinances.

Consults with City staff, Park Board, City Council, outside agencies, and general public on park, municipal grounds, and cemetery issues and directly resolves any problems. Investigates and responds to citizen complaints and issues in a courteous and timely manner.

Consults with City staff, Tree Board, City Council, outside agencies, and general public on urban forestry issues involving hazardous trees and trees on public property and in the right-of-way.

Works directly with the Park Advisory Board and the Tree Board and provides information and recommendations for policies, projects, and plans.

Reviews and analyzes the impact of development proposals on existing and proposed parks.

Participates in planning and design efforts for new park development, existing park renovation, and special projects.

Acts as Department representative and liaison with project contractors.

Make recommendations for the purchase of vehicles, equipment, materials and supplies needed to operate the Department and procures items as necessary or directed.

Attends continuing education to obtain and/or retain certification and to remain current on trends in the field of parks and recreation.

Manages the sale of plots in city cemeteries, maintains cemetery records, and handles interments.

Initiates and promotes public information activities related to the park system, including working with staff/citizen committees and conducting neighborhood meetings.

Develops and implements long-range plans for park development and natural resource and land management.

Develops and implements alternative methods of financing park acquisition and improvements, including the preparation or review of grant applications.

Coordinates with and assists other governmental agencies involved with city projects.

Organizes, directs, and coordinates activities of the parks maintenance staff, including scheduling, supervising and monitoring the work of the operational staff. Directs activities of the operational staff to ensure appropriate communication and coordination of efforts occurs with other departments of the City.

Conducts annual employee performance evaluations and makes recommendations to the Parks and Recreation Director regarding pay step increases.

Meets with the Parks and Recreation Director on matters of discipline, grievances and confidential personnel issues. Investigates personnel complaints and makes disciplinary recommendations to the Parks and Recreation Director.

Assists the Parks and Recreation Director in determining major departmental policies affecting the operations activities. Performs and observes field work and makes recommendations for procedural and safety enhancements.

Responds to calls of an emergency nature after hours.

Manages wildlife management, including the City's Deer Management Program.

Performs other duties and responsibilities as assigned.

## **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

Bachelor's Degree in Landscape Architecture, Horticulture, Natural Resources Management, Park and Recreation Administration, or related discipline plus 3 to 5 years of progressively responsible related work experience; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the job duties and responsibilities.

### **Skills:**

Strong organizational and leadership skills  
Ability to handle confidential information in a sensitive manner  
Ability to work efficiently with very little direct supervision  
Effective oral and written communication skills  
Excellent interpersonal communication skills  
Problem-solving ability  
Basic mathematical skills  
Ability to concentrate in a diverse work setting  
Sound judgment and decision-making abilities  
Ability to take initiative  
Good time management skills

### **Knowledge:**

Thorough knowledge of municipal park design, construction, operation and maintenance practices.  
General knowledge of urban forestry practices.  
General knowledge of office equipment, including facsimile, photocopier, telephone, calculator, shredder, binding equipment, postage machine, and drafting equipment.  
Proficiency with PC's and computer software and applications.

### **Licenses:**

Certified Playground Safety Inspector  
Valid Iowa Driver's license – Commercial Drivers License  
Commercial Pesticide Applicators License

## **WORKING CONDITIONS**

Frequently attends off-hour meetings.  
Long periods of sitting.  
Intermittent periods of walking.  
Ability to lift, carry, push, and pull up to 50 pounds.  
Frequent talking, hearing, near and far sight acuity, concentration, judgment, and writing ability  
Intermittent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, dexterity, feeling, depth perception, color vision, and field of vision.  
Moderate exposure to weather and dirt/dust.  
Moderate use of personal protective equipment.  
Moderate exposure to occupational hazards associated with moving machinery/equipment, electrical shock, burns and toxic agents.

**The City of Johnston 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 prospective employees and incumbents to discuss potential accommodations with the Employer.**