

POSTING

Parks & Grounds Superintendent
Parks & Recreation Department

Grade Number: 50

Summary of Duties: The Parks & Grounds Superintendent performs a variety of supervisory and maintenance tasks in managing the overall operation of the Parks & Grounds Division of the Parks & Recreation Department. The duties include performing a variety of complex professional, administrative and supervisory work in planning and coordinating the maintenance and operation of parks, open space, town and school grounds and recreation facilities.

Examples of Work (not inclusive)

- Plans and organizes the workloads of the Parks & Grounds Division.
- Coordinates the development and supervision of short-term and long-term plans for the Parks & Grounds division.
- Make presentation to the Town Council, committees, staff and the general public.
- Assures that assigned areas of responsibility are completed effectively.
- Monitors and oversees the Parks & Grounds budget to ensure the division operates within the budgetary guidelines.
- Prepares operational manuals and ensures that work procedures are followed by the Parks & Grounds staff.
- Maintains harmony among subordinates and resolves minor complaints and issues.
- Prepares a variety of studies, reports, and related information to assist with the decision making process.
- Responds to public inquiries in a timely and respectful manner.
- Coordinates training programs for Parks & Grounds employees.
- Assists the Director of Parks & Recreation in the development of the Capital Improvement Program and Fiscal Budget requests.
- Assists with the monitoring and development of capital improvement projects-assist the town engineers during the site development, bidding process, and construction process.
- Coordinates the purchase of division materials and supplies within the Town purchasing guidelines.
- Performs a variety of maintenance tasks.
- Operates and maintains equipment for a variety of maintenance tasks.
- Inspects parks, grounds, structures, and equipment to ensure all are safe for public use.
- Acts as a staff liaison to various user groups (youth sports, special events, etc.)
- Serves as acting Director upon request.

Desired Qualifications

- Bachelors Degree in Parks and Recreation or Sports Turf Management or a related field.

6/10/2010

- Five years of progressively responsible experience in the management of parks and recreation structures and facilities.
- Thorough knowledge of the principles and practices of modern park, recreation and building maintenance structures.
- Certification or willingness to obtain certification within one year in the following areas: playground safety inspector, commercial applicators license, Rhode Island CDL, and a Rhode Island equipment operator's license.
- Thorough knowledge of OSHA and EPA standards.
- Working knowledge of the use of computers, related software packages, and office machinery.
- Skill in operation of tools and equipment pertinent to the Parks & Grounds trade.
- Ability to interact well with the public, fellow employees and others.
- Ability to communicate effectively both orally and in writing.

**Apply at the Town Manager's office by
Friday, June 18, 2010 at 4:00pm.**