

City of Dunedin, Florida
Class Description

JOB TITLE: Parks Superintendent
Parks & Recreation Department

GENERAL STATEMENT OF JOB

Under limited direction, the Parks Superintendent is responsible for overseeing the maintenance and operation of the City of Dunedin's park system including parks, outdoor facilities and green spaces. This role includes managing park maintenance staff, developing maintenance plans, ensuring safety and environmental regulation compliance with a focus on Florida's unique environmental conditions, including native plant species, hurricane preparedness and water conservation practices, and coordinating work with other city departments and external contractors.

The Parks Superintendent performs extensive professional and administrative work and is responsible for the planning, coordination and implementation of a variety of assigned projects and initiatives for park landscaping and maintenance programs, construction projects, special events as well administrative functions such as budget and grant development.

Reports to the Director of Parks & Recreation; and may serve as Acting Parks & Recreation Director in Director's absence and in conjunction with the Recreation Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

1. Leadership and Management:

- Supervise and direct the work of parks maintenance staff including hiring, training, scheduling, evaluating, and disciplining employees.
- Develop and implement maintenance schedules and protocols for all assigned areas.
- Ensure staff compliance with safety regulations and city policies.

2. Maintenance and Operations:

- Oversee the maintenance of park grounds, including landscaping, turf management, tree care, integrated pest management, and irrigation systems.
- Ensure the proper maintenance and repair of park facilities, playgrounds,

- sports fields, and equipment.
- Coordinate and oversee seasonal maintenance activities including hurricane preparedness and response, and special event preparations.

3. Budget and Resource Management:

- Develop and manage the parks maintenance budget, including forecasting costs, monitoring expenditures, and seeking cost-saving measures.
- Procure and manage contracts for services, supplies, and equipment related to park maintenance.
- Identify and apply for grants and other funding opportunities to support parks maintenance and improvement projects.

4. Planning and Development:

- Collaborate with the Parks & Recreation Director to develop long-term plans for park maintenance, upgrades, and expansions.
- Assist in the planning and implementation of capital improvement projects.
- Assist in the planning and implementations of the city's strategic plan.
- Conduct regular inspections of park facilities to identify maintenance needs and prioritize projects.

5. Community Engagement:

- Respond to public inquiries and complaints regarding park maintenance and operations.
- Work with community groups, volunteers, and stakeholders to enhance park facilities and programs.
- May serve as staff liaison to related committees.
- Promote public awareness and appreciation of city parks and recreational resources.

6. Compliance and Reporting:

- Ensure compliance with local, state, and federal regulations related to parks maintenance, safety, and environmental protection.
- Prepare and maintain records, reports, and documentation related to parks maintenance activities.
- Provide regular updates and reports to the Parks and Recreation Director and other city officials as required.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, conducting and attending meetings, entering computer data, etc.

Compiles data for and prepares required records and routine, statistical and/or technical reports.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's Degree in Parks and Recreation Administration, Horticulture, Landscape Architecture or related field. Minimum of five (5) years professional level experience, preferably in a managerial capacity within the department to which assigned.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Parks Superintendent. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to plan detailed and complex programs and activities and implement same. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to make sound, educated decisions. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components. Is able to perform employee evaluations and to make recommendations based on results. Is able to assemble and analyze information and

make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of budgets, and knows how to prepare and monitor budgets.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to coordinate department activities with other City and County departments in order to accomplish goals and complete projects. Is able to train, assist, motivate and provide leadership to a diverse group of employees. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment, including computers. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, two-way radio.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, and/or advisory data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Has thorough knowledge of the principles, theories, practices and methodologies of parks and recreation planning and administration. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some

positions require sufficient hand/eye coordination to perform semi- skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Director of Parks & Recreation

7/31/24

Date