



DEPARTMENT OF HUMAN RESOURCES  
CITY & SCHOOLS

CITY OF STAUNTON  
POSITION DESCRIPTION

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|--------------------------------------------------------------------|---------------------------------------|
| <b>JOB TITLE:</b> Superintendent of Parks                          | <b>DEPARTMENT:</b> Parks & Recreation |
| <b>IMMEDIATE SUPERVISOR:</b><br><br>Director of Parks & Recreation | <b>GRADE/RANK:</b> 18                 |
|                                                                    | <b>FLSA/ESSENTIAL STATUS:</b> Exempt  |

**GENERAL DEFINITION AND PURPOSE OF WORK:**

Performs responsible professional work in the planning, development and supervision of the Staunton parks' special events and activities, the facilities and grounds. Supervises the maintenance and repair of the Gypsy Hill golf course, its facilities and equipment.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Plans and organizes Park events and activities;
- Serves on committees and as liaison for the Department to plan community and Park activities and programs;
- Assigns and inspects day-to-day job assignments and projects for progress and for conformance to work plans and orders;
- Supervises personnel including performance planning and evaluation, training of staff, daily supervision of performance standards;
- Works with Golf course staff to ensure the quality and safety of course, facilities and equipment;

- Ensures compliance with all state and federal regulations, and City policies and procedures.
- Develops and administers division's annual budget;
- Supervises the financial activity records and submits reports;
- Purchases supplies and equipment for programs and facilities;
- Advises Department Head and other related staff in the solution of difficult work problems and issues;
- Keeps time, materials and equipment records and compiles detailed reports;
- Plans and prepares estimates for maintenance costs on construction jobs and;
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Must have thorough knowledge of grounds and turf maintenance techniques and turf management including the safe application of pesticides and first aid methods and safety regulation used in recreational and maintenance work. A demonstrated ability to develop and maintain effective relationships with staff, contractors and the public and be able to obtain, analyze data and prepare reports for planning and operational purposes. Also a demonstrated ability to communicate effectively orally and in writing and to establish and maintain effective working relationships. Must have a demonstrated ability to plan and organize events and operations, have computer skills including word processing and database management. Must also have the skills to use the instruments, tools and other equipment used in this specialty.

### **QUALIFICATIONS/EDUCATION AND EXPERIENCE:**

Bachelor's degree in Recreation and Parks, related area or equivalent amount of training and experience. Extensive experience in operations management including supervision of staff, budgeting and strategic planning. Individual must possess a Commercial Pesticide Applicator certificate.

### **SPECIAL REQUIREMENTS:**

Possession of valid driver's license with good driving record, and ability to work in adverse weather conditions. Individual must possess a Commercial Pesticide Applicator certificate.

### **PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:**

This is both on-site and office work. On-site work requires the exertion of up to 50 pounds of force occasionally to lift and move objects. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Office work requires stooping, reaching, fingering, grasping and repetitive motions for keying information into computer. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word;

hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word; visual acuity is required for reading. The work is subject to adverse environmental conditions including extreme cold and extreme heat, noise etc.

**ADA:**

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

**SUPERVISORY RESPONSIBILITIES:**

Position supervises Assistant Superintendent and Crew Coordinators assigned to the department.

**EXAMPLES OF EXPECTED DECISION MAKING:**

Decisions are made on budget expenditures, methods and means to accomplish program goals and handling of incidents which occur in the Park.

**This job description in no way states or implies that these are the only duties to be performed by this employee. The Superintendent of Parks will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.**

**EVALUATION:**

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

**Approved by:** Director of Parks and Recreation and Chief Human Resources Officer

**Revised Date:** 2019

