



## CLASS SPECIFICATION

Class Code: 4029  
Date Est: 10/89  
Last Rev: 4/2007  
Last Title Chg:  
FLSA: Exempt  
Probation: 12 months

### PARKS OPERATIONS SUPERINTENDENT

#### **DEFINITION**

Under general direction, plans, organizes, manages, and supervises a regional area within the Department of Regional Parks and Open Space, including operations, maintenance and recreation service functions for parks, facilities, programs and grounds surrounding County buildings; directs the development and implementation of a variety of programs and activities; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A Bachelor's degree from an accredited college or university in Parks Management, Recreation Management, Natural Resource Management, Forestry, Horticulture, Business Administration, Public Administration, or a closely related field and four years of full-time progressively responsible experience in any of the following areas: Park Maintenance, Forestry/Resource management; Recreation Services or Natural Resource Management including two years of supervisory experience in one or more of the above listed areas; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional support staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Participate in the development and implementation of goals, objectives, policies, and priorities for the department; identify resource needs; recommend and implement policies and procedures.

Plan, formulate, and develop the establishment of new park facilities and the on-going renovation and rehabilitation of existing parks, facilities and the grounds surrounding County buildings.

Supervise staff involved in the operation, maintenance, natural resource management, and recreation services of County parks and facilities, which includes coordinating, assigning and reviewing work plans for responsible area; monitoring work flow; scheduling, developing objectives, establishing work performance standards, hiring and training staff, conducting performance evaluations, and administering discipline.

Meet with staff to identify and resolve problems; review and evaluate work products, methods and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the Assistant Director/Director of Regional Parks and Open Space department; prepare and present staff reports and other necessary correspondence.

Participate in promotional work in encouraging citizen participation, attendance, and interest in parks, facilities and programs of the department; deliver lectures and presentations before civic, private and other organizations regarding the activities of the department.

Respond to and resolve all inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks, recreation and natural resource management.

Plan and administer the annual budget for regional area of responsibility, justifying expenditures and maintaining proper expenditure control for authorized budget allocations during a fiscal year.

Prepare contracts, facilities and schedule staff for special events.

Direct the development and maintenance of records and prepare reports.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Washoe County parks operations, maintenance, programs and activities, capital improvement projects and administrative procedures.

Historical, geographical, wildlife and horticulture aspects of Washoe County. .

Countywide personnel policies.

Landscaping, horticulture and natural resource management.

Plants suitable to the area, techniques for their proper care and methods of control of diseases and pests.

Techniques, methods, materials, equipment and practices involved in the care and maintenance of parks and related properties.

Chemicals and fertilizers used in large grounds keeping operations.

Principles and practices of recreational and interpretive services.

Supervisory principles and practices.

Budget development and expenditure control.

Safety rules, regulations and practices.

#### **Ability to:**

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Plan, coordinate, and direct resources in a regional area to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Plan, organize, and coordinate park operations and maintenance activities.

Project consequences of proposed actions and implement effective course of action.

Develop and negotiate terms, conditions and specifications for a variety of contracts and service agreements.

Plan, organize, and direct the activities of projects to accomplish established goals and optimize efficiency.

Make presentations to the public, and various community groups on behalf of the Parks Department.

Read, interpret, and apply pertinent laws, statutes, codes and regulations, including administrative and departmental policies and procedures.

Operate a personal computer and software programs.

Establish and maintain a maintenance management system.

Conduct comprehensive park and recreation studies.

Prepare budgets and monitor fiscal expenditures.

Communicate effectively, both orally and in writing.

Deal effectively with staff, other agencies and the public.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit, stand and walk for extended periods. Ability to frequently climb, reach, stoop and kneel. Ability to use office equipment, including computer, telephone, calculators, copiers and FAX machine. Ability to lift and carry objects weighing up to 25 lbs.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved \_\_\_\_\_

Date \_\_\_\_\_