



## SUPERINTENDENT OF PARKS

**Department:** Parks & Recreation  
**Job Class:** 622500  
**Pay Range:** Executive 05

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** The Superintendent of Parks is responsible for the maintenance and preservation of all Pierce County Parks & Recreation Services parks and facilities. The superintendent reports to the Director and works as a team member consulting with the Superintendent for Resource Stewardship; Superintendent for Recreation; the manager for the Department's Administrative Services Division; and department employees. This position requires consistent and thorough understanding of the department and the ability to carry out diverse responsibilities, develop and implement department policies, and manage complex financial and budgetary issues. The position requires strong communication skills and the ability to handle situations with tact, diplomacy, and political acumen. The position has countywide accountability for planning, developing, and directing park policies, procedures, and standards. Additionally, the position understands and can articulate Pierce County Parks & Recreation Services role in creating community. The position may act as Director of Parks and Recreation in the Director's absence. The position may represent the director at community meetings.

### **ESSENTIAL FUNCTIONS:**

- Directs the department's Parks Division (one of four department divisions).
- Supervises and coordinates activities of the Parks Division. Determines work procedures, prepares work schedules and determines methods for expediting workflow; assigns, reviews and approves the work of three Park Supervisors.
- Ensures consistent interpretation of laws, rules, policies and procedures.
- Investigates grievances involving subordinates and recommends resolution; recommends promotional and disciplinary actions; approves leave requests, and overtime; provides adequate coverage during staff absences.
- Conducts performance evaluations and develops performance measures and standards.
- In cooperation with division employees, develops strategic direction for the parks division including: goals, objectives, and specific actions plans.
- Manages effectively, providing innovative and trend setting approaches to problems. Utilizes multi-faceted management style in brokering resources and bringing together coalitions to achieve public service goals.
- Currently supervises three Park Supervisors: (1) Golf Supervisor; (2) Facilities Supervisor; (3) Park Supervisor.
- Develops and directs a "Planned Maintenance Program" by conducting a comprehensive countywide parks and facilities condition assessment; preparing a park by park deferred maintenance list, prioritized high, medium, and low, with associated costs; developing a timeline for completion of high priority maintenance projects; and developing and monitoring an ongoing assessment program that adjusts maintenance priorities as conditions change.
- Develops and directs an "Equipment Replacement Program".
- Develops and directs a "Fleet and Equipment Management Program" that includes efficient maintenance and repair.

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- Develops the necessary shop capability to adequately address equipment repair and construction of facilities and products. Shop capability should include: light and heavy equipment repair, welding and fabrication, body and paint repair, carpentry work, sign making, etc.
- Develops and maintains an organized countywide communication system that functions for efficient day-to-day operations, this may include radio, cell phone, or other technologies that enhance field communication. In the event of an emergency this system must be adaptable, compatible and functional to assist the Emergency Management Department.
- Develops and directs the department's emergency preparedness and response program.
- Directs multiple special programs within the Department such as, County Emergency Response support, FEMA response, Asbestos abatement, Commercial Drivers Licensing (CDL) program.
- Develops and directs a comprehensive park management training program that includes internal & external educational opportunities.
- Provides technical advice and counsel as needed to field staff regarding renovation and repairs to existing facilities and structures.
- Conducts an operational review of all capital projects including master plans, blueprints, and specifications providing a management assessment and a budget with detailed operating costs.
- Reviews acquisition and development plans to determine long range staffing, facility maintenance, and equipment needs.
- Ensures compliance with all federal, state, and local codes (Electrical, fire, health, building codes, building permits, environmental permits, etc.)
- Delegated signature authority for contracts within the Parks Division.
- Point of contact for the Health Departments on issues related to water and wastewater compliance issues.
- Conducts problem solving teams for complex maintenance and operations issues requiring extensive knowledge of park facilities, heating/cooling systems, roads, site plans and basic engineering principles.
- Communicates effectively with a wide variety of people. Sustains compassion and empathy with the public's personal views and agendas when contrary to public welfare and the goals of the department.
- Ensures effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the Director for thoroughness, timeliness and compliance with regulations, policies and procedures.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Superintendent of Parks works in an office environment on a daily basis. The office is located at the Lakewood Community Center, Lakewood, WA. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours is required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

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**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site is required.

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

- Knowledge of architectural design, construction, building materials, cost estimating, and industry practices.
- Knowledge of work planning, project management, administrative principles and practices.
- Knowledge of park maintenance and recreation planning, golf course maintenance, and the maintenance of facilities.
- Knowledge of best management practices; budgeting, and methods of budget preparation.
- Knowledge of the goals and objectives of municipal/county parks and recreation departments.
- Knowledge of health and safety rules and regulations pertaining to the operation of equipment.
- Knowledge of the general philosophy, principles and objectives of public recreation, including the provisions of public recreational events
- Knowledge of the public participation process.
- Skill in communicating clearly and concisely, both orally and in writing; demonstrated ability to address large groups of people and to speak effectively on the division's and department's projects.
- Skill in effectively coordinating, performing, and completing multiple duties and assignments concurrently and in a timely manner.
- Demonstrated ability to plan, direct and evaluate the work of subordinates and coordinate the activities of assigned staff.
- Ability to supervise construction work and relate to subcontractors in an effective manner to accomplish project deadlines.
- Ability to develop and implement administrative procedures and policies, and to evaluate their efficiency and effectiveness.
- Ability to exercise mature judgment and function within broad guidelines with a minimum of direction.
- Ability to interpret and appropriately solve issues in subordinate morale, union grievances and managerial supervision.
- Ability to establish and maintain effective working relationships with other officials, department personnel, subordinates and the public.
- Ability to anticipate needs, respond with workable solutions and implement new ideas in cooperation with other members of the staff.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

**RECRUITING REQUIREMENTS:** Graduation from a four year college or university with major course work in Parks and Recreation Management or closely related field and five or more years of related experience including supervisory responsibilities. Additional education or related experience may substitute for the recruiting requirements. Possession of, or the ability to obtain, a valid Washington State Driver's license within thirty days of employment.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete Pierce County background investigation.