



Full-Time/Part-Time Park Superintendent

Nature of Work

With a strong customer service attitude, the candidate will be responsible for overall administration and management of a municipal park facility program.

Job Summary:

Under general direction of the park board, the superintendent will plan, direct, and organize maintenance and care of parks, recreational areas, park facilities and park buildings. Manage and direct park employees who oversee groundskeeping, recreational programming and communications. Provide input in park/facility development, seek out and acquire quotes and work with contractors, attend park board meetings and work closely with park board to achieve objectives.

Education Requirements:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Prefer candidate with a background in parks and recreation or related field.

Employment Requirements:

- Applicant may be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant may be required to take and pass a drug and physical exam. Upon hire may be subject to random drug testing.
- Applicant must have a current valid driver's license.

Examples of Work (Illustrative Only):

- Plan, organize, coordinate, and direct the construction, maintenance, and repair of park facilities.
- Establish and maintain strong working relationships with those contracted in the course of work
- Per direction of park board oversee and manage park projects
- Oversee direction of park employees regarding recreational programming, groundskeeping and communications
- Assist in monitoring budget and expenditures regularly, make recommendations to park board for necessary changes
- Select, train, supervise, mentor and evaluate park employees
- Make effective presentations before town staff and the public
- Attend Park board meetings and/or town council meetings
- Maintain clear and concise records and prepare accurate reports
- Work with sports leagues on scheduling, annual contracts, etc.
- Manage marketing baseball diamond rentals, contracts, tournaments in future
- Prepare for monthly park board/town council meetings