

**Park Superintendent** – The City of Bryant is accepting applications for Park Superintendent. Starting hourly salary \$13.039 per hour plus, commensurate with experience. Great benefits package included! Applications may be completed online at [www.cityofbryant.com](http://www.cityofbryant.com) or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., September 13, 2013 or until filled. The City of Bryant is an Equal Opportunity Employer.

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along and communicate well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent t/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible*

## **GENERAL DESCRIPTION OF POSITION**

Assists in maintaining grounds, playground equipment, structures and facilities. Cleans, adjusts and performs minor repairs auxiliary equipment. Other duties may be assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs manual construction and maintenance work under little or no supervision.
2. Performs operation of equipment such as lawn mowing equipment.
3. Occasional temporary relief for other departments as assigned.
4. Completes daily logs as assigned.
5. Develops work standards and deploys a work force of multiple supervisors and full-time and part-time employees.
6. Provides priorities and coordinates the schedules of the Parks Department operation.
7. Designs and oversees in house improvements to existing facilities.
8. Participates in the design of new, and the rehabilitation of related city facilities.
9. Operates and coordinates a maintenance management system.
10. Assists the Parks Department with annual and long range plans.
11. Assists in the development of the Parks Department maintenance budget and monitors the departments expenditures.
12. Assists in interviews, hiring, and assists in disciplining employees.
13. Develops and oversees contracted maintenance work.
14. Oversees the inspection of contract construction of new and renovated facilities in accordance with industry specifications.
15. Develops, enforces, and maintains safe work practices and conditions to conform to local, state and federal regulatory agencies.

16. Perform any other related duties as required or assigned

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 12 – 18 months related experience and/or training, or equivalent combination of education and experience.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Funds, Property & Equipment Responsibility:      \$ 250,000

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises 2 subordinate supervisor(s) who supervise(s) a total of 4 employee(s). Departments supervised by this position include Parks. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, assisting in hiring and training employees; planning, assigning and directing work; appraising performance, assisting in rewarding and disciplining employees; subject to mayoral approval; addressing complaints and resolving problems.

## **COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

## **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

## **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

## **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

## **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or

select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately directed. Activities covered by wide-ranging policies and course of action, and generally directed as to execution and review. High order of analytical, interpretative and/or, constructive thinking in varied situations.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

### **ACCURACY**

Probable errors would not likely be detected until they reached another department or office or patron and would require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organizations prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

### **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas drivers license or a valid drivers license recognized by state of Arkansas.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Certified Playground Inspector and International Society of Arboriculture preferred but not required.

### **SOFTWARE SKILLS REQUIRED**

Basic: Other, Word Processing/Typing

### **ADDITIONAL INFORMATION**

Ability to use weed eater, lawn mower, chainsaw, carpentry tools, concrete finishing tools, tractors, trucks, yard maintenance equipment and other equipment. Principles and practices of management, selection, appraisal, and motivation of employees; work, planning and control, including estimating and inspection; methods, materials and equipment for the design, construction and maintenance of landscaped and recreational areas and facilities; supervise multiple work units through subordinate supervisors; establish and maintain effective working relationships with others; identify requirements, procedures, and deficiencies in landscape maintenance, including pruning, diseases, growth and aesthetics; design and review designs for landscaping and irrigation systems; address and resolve with the public, park related issues and problems; plan, organize and control short and long-term department accountabilities; work safely in potentially hazardous conditions.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear; and frequently required to walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, taste or smell; occasionally required to stand, sit, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions; frequently exposed to extreme heat; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, extreme cold, risk of electrical shock, vibration. The noise level in the work environment is usually loud.