**Pierce County**

**Position Description**

**Name: Department:** County Parks

**Date:** 2023  **Pay Grade:** M

**FLSA Status:** Exempt

**Position Title**: Parks Superintendent **Reports To:** Parks Committee

**Purpose of Position:**

This position is responsible for providing quality outdoor opportunities and experiences for Pierce County citizens and surrounding communities. This position oversees and supervises the daily operations and parks personnel. This position develops plans for improvement of existing parks or park projects, administers the fiscal operations of the parks, promotes and educates the public regarding park services and education programs.

**Essential Duties and Responsibilities:**

**To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.**

**Supervision of parks and park personnel:**

* Hire, direct, train, evaluate, and schedule staff for the operation of parks department, instruct employees, supervise and review park maintenance, development and repair work.
* Coordinate collection of park fees/revenues, establish fee collection procedures and reporting, deposit fees.
* Enforce ordinances, prepare and implement procedures and policies.
* Inspect facilities, equipment and activities for conditions and safety.
* Procure supplies and materials.
* Prepare agendas, information, reports, summaries and other information as required by the Parks Committee.
* Monitor weather conditions and inform public of potential danger. Respond to medical emergencies within the parks, respond to and handle disagreements or conflicts between members of the public and/or park patrons.

Administer and coordinate County snowmobile trail grant program, monitor trail operations, assist in establishing trail policies. Serve as the primary liaison to the Pierce County Snowmobile Council.

**Park and park project improvements:**

* Plan, coordinate, develop, and implement development and improvement projects.
* Prepare activity reports and advise County Parks Committee.
* Develop and formulate five (5) capital improvement plans for parks.
* Preform electrical, plumbing and mechanical systems maintenance and repair tasks.
* Write construction bids, specifications and contracts for parks and snowmobile trail improvement projects.

**Administer Parks Fiscal Operations:**

* Plan, prepare, and administer the park’s annual budget.
* Prepare vouchers, expense, and revenue reports.
* Prepare grant applications for park improvements, equipment and development projects. Write manage and administer numerous snowmobile trail grant projects. Maintain required grant related data for reports; submit reimbursement claims.
* Coordinate and supervise timber management and timber sales from County-owned park lands.
* Obtain, distribute, and expend snowmobile trail operating funds.

**Promote, educate the public regarding services and educational programs:**

* Perform a variety of public information and education activities to program the programs and services of County Parks.
* Develop and implement interpretive services for park visitors.
* Maintain communication with County snowmobile clubs. Promote and provide snowmobile trail information, assist in establishing trail policies.
* Prepare policies, ordinances, and resolutions for governing the use, development and maintenance of the properties under parks department jurisdiction.

**Minimum Qualifications:**

Bachelor degree from an accredited university or college in Natural Resources, Park Management, Recreation or a related field, three (3) years of directly related experience in the planning, management and improvement of parks, park facilities and services. Requires law enforcement certification, ability to obtain a valid CDL (Class B, with tanker “N” endorsement) within 6 months of employment, maintain Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certifications throughout employment.

**Knowledge, Skills, and Abilities:**

Ability to supervise and manage employees, maintenance activities, operations and prioritize work. Knowledge and skills with budget planning, including vouchers, expenses, revenues, and reports. Knowledge of Federal and State laws, regulations, and codes, including DNR, County ordinances related to parks. Knowledge of park and natural resources management. Knowledge and skilled in landscape architecture, forestry, turf management, trail management, horticulture impacting park management. Knowledge and skills in equipment used in park operations. Knowledge of methods of planning and operation of park systems. Knowledge and ability to operate park equipment.

Ability to organize work and develop work procedures with minimum supervision; ability to establish and maintain effective working relationships with County officials, departments heads, school districts, representatives of various units of government, and general public; ability to prepare and maintain records. Must be dependable, tactful, and maintain confidentiality. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios, and percentages. Must be able to read, write, and understand English. Skilled in using computers and park related software programs.

Ability to plan, recommend, draft, and revise park ordinances, capital improvements, plans and projects. Ability to negotiate, monitor and coordinate contracted services and agreements. Ability to maintain and repair park facilities and equipment. Ability to coordinate, enforce, and monitor park ordinances and requirements. Skilled in public relations, public education and information/education programs for the public. Ability and skilled in preparing, writing and administering grant applications. Ability to resolve conflicts, problems and issues between the public, landowners and officials concerning park operations, regulations, rules, ordinances, and requirements.

Ability to operate and make adjustments to park equipment and machinery such as motor vehicles, snowmobiles, tractors, ATV/UTV, aquatic weed harvester, wood splitter, chain saw, weed trimmer, welder, cutting torch, drill press, air compressor, grinders, chop saw, calculator/adding machine, photocopies, vacuum cleaner, battery chargers, and common hand tools. Ability to operate two-way radio, pistol, police baton, and handcuffs.

**Physical Requirements:**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 75 pounds of force; work requires speaking and hearing, repetitive motions, frequently requires standing and reaching with hands and arms and occasionally requires sitting, walking, climbing stairs, balancing, stooping, kneeling, crouching, pushing, pulling and lifting. Work requires close vision, ability to adjust focus, color perception and peripheral vision, vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; 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; work requires preparing and analyzing written computer data, operating machines and observing general surroundings and activities.

**Special Requirements:**

**Environmental Ability:**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses moderate risk of injury.

Pierce County is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee’s signature Date Supervisor’s signature Date

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Personnel Department Date