

DATE SUBMITTED 7/8/2020
 SUBMITTED BY City Manager's Office
 DATE ACTION REQUIRED 7/15/2020

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS [Signature]

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: CONSENT: PARKS SUPERINTENDENT RANGE RECLASSIFICATION	
DEPARTMENT INVOLVED: CITY MANAGER'S OFFICE	
BACKGROUND/SUMMARY: As per Council Action on July 7, 2020, approving Municipal Budget for Fiscal Year 2020-2021, before Council for ratification is the amended job description and range reclassification for the Parks Superintendent position.	
FISCAL IMPACT: \$17,070.56 Funding Source: General Fund (reallocation of \$84K Executive Landscape Contract.) *As approved in FY 20-21 Municipal Budget	ADMIN SERV INITIALS <u>[Signature]</u>
STAFF RECOMMENDATION: It is staff's recommendation to ratify the amended job description and range reclassification.	DEPT. INITIALS <u>[Signature]</u>
MANAGER'S RECOMMENDATION: Recommend to approve/ratify Park Superintendent Position <u>approve</u>	CITY MANAGER'S INITIALS <u>[Signature]</u>
MOTION:	
SECONDED: _____ AYES: _____ NAYES: _____ ABSENT: _____	APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO: _____

The Class Title: Park Superintendent
Bargaining Unit: Unrepresented
Group Range: 92
Salary: \$37.91 - 53.35 Hourly
\$3,032.80 - \$4,268.00 Biweekly
\$78,852.80 - \$110,968.00 Annually

Description:

Under the general direction of the Assistant City Manager, plan, organize, manage parks, grounds and related facilities operations of the Parks Department; ensure safe, quality parks and facilities are made accessible to the public; oversee the maintenance of City parks, vehicles, equipment, buildings and grounds; coordinate and direct Parks communications, projects, personnel and information to meet City needs and ensure smooth and efficient Department activities; train, supervise and evaluate the performance of assigned personnel.

Duties and Responsibilities:

- Organize, direct and implement a park maintenance program.
- Plans, prioritizes, and implements park maintenance and repairs.
- Manages, supervises, trains and schedules assigned staff; ensures safe work practices.
- Manages parks, facilities and assigned city properties and ensures the safety and cleanliness of parks equipment; inspects parks grounds and facilities and submits recommendations on the upkeep, upgrade, construction and/or renovation of parks.
- Participates in the development and implementation of city events.
- Manages city anti-graffiti-program.
- Researches and evaluates existing facilities and parks grounds to ensure the safety, general welfare and enjoyment of the public.
- Performs administrative and accounting duties, e.g. purchases Materials and supplies, submits purchase requisitions for payment; generates and submits reports and documentation, and researches special projects and issues.
- Provide communication and enforcement of park and special event policies; resolve problems and citizen complaints.
- Operate standard office equipment including a computer and assigned software.
- Assists in the planning, organization and implementation of parks and facilities goals and objectives; assists in the formulation of division policies and procedures.
- Direct activities to ensure optimal department effectiveness and efficiency; develop and implement Department plans, strategies, goals, objectives, policies and procedures; monitor, evaluate and modify Department activities in response to project progress; coordinate projects with contractors, engineers, developers, consultants and others.
- Estimate and ensure adequate personnel, materials and equipment needed for installation, construction, maintenance and repair projects, work orders and activities; compile and prepare cost estimates; monitor and ensure adequate equipment and supply levels; coordinate the purchase of equipment and supplies as appropriate.
- Plan, schedule, develop and implement construction, installation, maintenance, capital improvement and repair projects; develop plans, RFP's and project specifications; review project plans and specification for compliance with established requirements; inspect City and contractor projects for accuracy, completeness and compliance with established standards and specifications.
- Develop and prepare the annual preliminary budget for the Parks department; analyze and review revenue, expenses, supplemental funding and related budgetary and financial data;

research funding sources and oversee fundraising efforts and grant writing; control and authorize expenditures in accordance with established limitations; administer Department grants in accordance with established requirements.

- Direct Parks projects and activities to ensure compliance with established safety standards and procedures; ensure a safe working environment; instruct employees concerning safety standards, issues and procedures; direct and participate in inspection programs and activities to ensure proper and timely identification and resolution of fire, safety and health hazards.
- Provide consultation to administrators, personnel, outside agencies and the public concerning maintenance, construction, repair and other Department activities; respond to inquiries and provide detailed and technical information regarding related projects, services, timelines, standards, requirements, laws, codes, regulations, ordinances, policies and procedures.
- Participate in City Council meetings; attend staff meetings; provide assistance, information and support to committees, City residents, public and other public agencies.
- Communicate with personnel, administrators, contractors, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns.
- Operate standard office equipment including a computer and assigned software; utilize testers and various hand and power tools; drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

Qualifications:

Education and Experience:

Bachelor's Degree in Parks and Recreation Management or related field or three years combined experience in park maintenance and supervision or any equivalent combination of education and experience.

Licenses and Other Requirements:

Valid California Class C Driver's License and evidence of a safe driving record; Valid First Aid/CPR Certification; Certified Playground Safety Inspector.

Knowledge of:

- Principles, techniques, practices and procedures involved in planning, scheduling, developing, implementing and inspecting construction, installation, maintenance and repair projects;
- Principles of supervision and training;
- Health and safety regulations and procedures;
- Monitoring the performance of contractors and vendors;
- Developing, recommending, implementing, and monitoring policies, procedures, and work flow;
- Practices, procedures, methods, equipment and materials used in the construction and maintenance of parks, equipment, buildings and grounds.
- Applicable codes, ordinances, requirements, regulations and safety precautions;
- Applicable laws, rules, regulations, policies and procedures;
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Seeing to inspect projects and read a variety of materials;
- Hearing and speaking to exchange information;
- Sitting or standing for extended periods of time;
- Lifting, carrying, pushing and pulling heavy objects as assigned by the position;
- Walking over rough or uneven surfaces and to inspect projects;
- Bending at the waist, kneeling or crouching;
- Reaching overhead, above the shoulders and horizontally;
- Heavy physical labor;
- Climbing ladders.

Hazards:

- Working around and with machinery with moving parts;
- Working at heights;
- Exposure to chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed.

- Plan, organize and manage operations and maintenance of City parks and city property;
- Coordinate and direct division personnel, resources and communications to meet the City needs and ensure smooth and efficient Parks operations;
- Supervise and train assigned personnel;
- Plan, schedule, develop and implement construction, installation, maintenance and repair projects;
- Inspect projects for accuracy, completeness and compliance with established standards, requirements, specifications and procedures;
- Receive, prioritize, and coordinate response to requests and work orders;
- Operate standard office equipment including a computer and assigned software;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Plan and organize work;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Prepare and maintain reports, records, logs and files.

Working Conditions:

Work Environment:

- Indoor/Outdoor environment;
- Seasonal heat and cold or adverse weather conditions;
- Regular exposure to fumes, dust, oil and grease;
- Noise from equipment operation;
- Driving a vehicle to conduct work;
- Variable hours including evening, week-ends and holidays.

Physical Demands: The physical demands 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.

- Dexterity of hands and fingers to operate a computer keyboard, maintenance equipment and tools;