

May 8, 2019

VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER

VACANCY: Park Superintendent - Parks Department

SALARY: 37G \$29.41 to \$43.79 (hired before 7/1 2003)
29.41 to \$42.10 (hired after 7/1/2003)
Full Time – 40 Hour work Week

NATURE OF WORK: **Please read the attached job description.**

QUALIFICATIONS: High school diploma or the equivalent supplemented by courses in landscaping, forestry or gardening, plus five year of work experience in the maintenance of parks and grounds, including some supervisory experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

HOW TO APPLY: Applications for Promotion/Transfer are available in the Personnel Department, City Hall, Room #235. Office hours are Monday through Friday 8:00 A.M. to 5:00 P.M.

LAST DATE TO APPLY: Tuesday, May 14, 2019.

Park Superintendent

General Description:

This is very responsible supervisory work in parks and grounds maintenance.

Work involves responsibility for the proper unitization of personnel, equipment and supplies the maintenance of park areas, municipal and school grounds and open space. Duties include day to day scheduling, inspecting and coordinating the work on parks maintenance crews and equipment administration of parks maintenance services operations, and handling of complaints from the public. This position also has the responsibility for making difficult parks and grounds maintenance technical decisions. The work requires that the employee have considerable knowledge, skill and ability in the principles, practices and techniques of landscaping, gardening, equipment operation and parks and grounds maintenance.

Supervision Received:

Works under the direction of the Director of Parks and Recreation.

Examples of Duties:

Schedules and coordinates the work of a small group of employees engaged in various phases of parks maintenance, including mowing, small construction projects, snow removal, leaf raking and collection and field preparation.

Monitors and supervises work in the field making frequent checks of progress and resolves problems; assures that safe practices and equipment are used by personnel.

Inspects City parks for defects and for purpose of planning route assignments.

Takes complaints from citizens and investigates reported hazards and takes necessary action to protect safety of the public.

Performs minor repairs to equipment.

Maintains daily work records, provides training to personnel, maintains discipline and appraises performance.

Picks up various supplies needed for operations.

Assists other City departments in special assignments such as highway sanding and mowing along roadways.

Performs related work as required.

Park Superintendent

Knowledge, Skills and Abilities:

Considerable knowledge of the principles, practices and procedures of park and grounds maintenance.

Considerable knowledge of materials and equipment used in landscaping and gardening.

Good ability to operate parks maintenance equipment.

Considerable ability to communicate effectively orally and in writing.

Considerable ability to supervise parks maintenance personnel, assuring efficient use of time and safe operations.

Good ability to plan and implement work schedules.

Considerable ability to establish and maintain effective working relationships with superiors, co-workers subordinates; officials of other departments and agencies and the general public.

Qualifications:

A high school diploma or the equivalent supplemented by courses in landscaping, forestry or gardening, plus five years of work experience in the maintenance of parks and grounds, including some supervisory experience, or an equivalent combination of education and qualifying experience substituting on a year-for year basis.

Special Requirements:

Must have a valid CT driver's license.