

JOB DESCRIPTION

City of Patterson



Human Resources

RECREATION FACILITIES SUPERINTENDENT

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under minimal direction from the Director of Recreation and Community Services, plans, organizes, manages, and supervises the staff and activities of the Recreation Facilities Maintenance Division within the Recreation and Community Services Department.; participates in long range capital improvement planning; establishes operating policies and procedures for the Division, and participates in the development of Department policies and services; participates in the development and administers the annual operating budget for the Division; plans, coordinates, assigns and supervises the work of subordinate and contract personnel involved in Division operations and activities; responds to emergencies and requests, complaints and inquiries received from the general public and meets with citizens, community groups and other government agencies regarding the operations and functions of the Division; provides advice and consultation to management and the City Council regarding recreation facilities operation, maintenance and development; and performs special projects as assigned and other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from the Director of Recreation and Community Services

Exercises direct supervision over subordinate Recreation Facilities Maintenance personnel and contract staff

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Plans, organizes directs and coordinates the operation, maintenance and development of designated parks, buildings and recreation facilities; and coordinates Division functions and services with those of other divisions within the Department and other City departments.

Develops and recommends operating policies, procedures and priorities for the Division and the utilization of staff and equipment to achieve short and long-term goals and objectives; and participates in the development of departmental policies and services as member of the District management team.

Plans, organizes directs and coordinates through subordinate personnel and contract services, the division work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.

Participates in long range capital improvement planning and assessment of costs for future development of recreation facilities; participates in the design of new facilities, changes to existing facilities and reviews of landscape and building plans.

Participates in the development and administers and controls the operating budget for the Recreation Facilities Maintenance Division; approves the forecast of funds needed for Division staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as needed.

Assists in establishing, within City policy, appropriate service and staffing levels; monitors and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly for the Division.

Participates in the selection of Division personnel; plans, conducts or coordinates staff training; and supervises safety programs and safety training to ensure compliance with State and Federal safety regulations.

Plans, guides, and evaluates the work efforts of subordinate personnel; manages Division performance management activities; and works with Division personnel to correct performance deficiencies.

Ensures compliance with City, State and Federal policies, procedures and regulations pertaining to recreation facilities management; and supervises subordinate staff on the safe use and application of pesticides, fungicides, herbicides and fertilizers to ensure compliance with State law

Represents the Recreation Facilities Maintenance Division to other City departments, elected officials and outside agencies; coordinates Division activities with those of other departments and outside agencies and organizations.

Prepares scheduled and ad hoc staff reports for the Director and the City Council; ensures timely and accurate development and submission of work, time and payroll records; and administers filing systems for a variety of records.

Responds to emergencies and requests, complaints and inquiries received from the general public; meets with citizens, community groups and representatives from other government agencies regarding the operations and functions of the Recreation Facilities Maintenance Division

Attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of recreation facilities management.

Performs other related duties as required and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: management principles and practices used in the development of policies and operating requirements for an efficient maintenance program; principles of planning, maintenance, and construction of public parks, buildings, swimming pools and recreation facilities; principles and practices of effective supervision, training and development, and performance management; principles and practices of budgeting, expenditure control, contract administration, record keeping, and report writing; pertinent Federal, State, local laws, code requirements and safety regulations related to landscape, grounds and facility construction, repair and maintenance work; materials, methods, horticultural practices and equipment used in park grounds maintenance and minor repair activities; plant pests and diseases, effective methods of control and eradication; and related regulatory requirements; modern methods, techniques, materials and safe operation of equipment used for landscaping and grounds and building maintenance and repair; occupational hazards and standard safety precautions necessary in the work of facility maintenance; basic construction and repair methods,

including carpentry, plumbing, painting, welding, cement work; modern office practices and procedures, including the use of computers and software applications.

Ability to: develop and administer Division goals, objectives and procedures; plan, organize, direct, coordinate and evaluate the work of subordinate staff; select, supervise, train, and motivate Division staff; analyze maintenance Division operating procedures and recommend and implement improvements; delegate authority and responsibility, as appropriate; assist the Director with long range capital improvement planning; identify and appropriately respond to community and City Council issues, concerns and needs; prepare and administer the Division's budget and procurement activities; prepare and administer requests for proposals and professional services contracts; assess maintenance, repair and construction requirements for designated parks and recreational facilities; recommend and implement projects to meet requirements; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of established goals; identify, trouble shoot and successfully correct a wide range of recreation facilities construction, installation, landscape and equipment challenges; effectively manage time and projects; write clear and concise reports and maintain a variety of records; proficiently use a computer and appropriate software applications; read and interpret building plans, specifications, schematic diagrams and blue prints; interpret and apply Department policies and Federal, State and local codes, policies, laws and regulations; maintain a high level of expertise in recreation facility maintenance, terminology and management; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with co-workers, the general public, and those contacted during the course of work; perform essential duties of the job without causing harm to self or others

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check

Must be able to provide proof of U.S. citizenship or legal right to work in the United States

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: A Bachelor's degree from an accredited college or university with coursework in Recreation, public administration, facility management, landscape architecture or a closely related field.

Experience: A minimum of six (6) years of increasingly responsible experience in the maintenance, development and construction of parks, community buildings and recreation facilities, which includes two (2) years of lead or supervisory experience and at least one year of administrative experience.

License or Certificate: Possession of a valid California Class B California driver's license; an Aquatic License-Aquatic Facility Operator; and possession of, or ability to obtain a valid Qualified Applicator's License within one year of appointment are required. Possession of a Pest Control Advisor's License is desirable.

PHYSICAL REQUIREMENTS

Physical Requirements: Essential duties of the classification are primarily performed in a controlled office environment and/or within the confines of a vehicle; employee frequently uses hands and fingers to use computer keyboard, file and write and the ability to talk and hear to answer phones and to receive/provide information. This position frequently performs construction and maintenance duties outside under varying weather conditions, on uneven and slippery surfaces, around moving vehicles and equipment and on equipment with moving parts; and occasionally to climb or balance; stoop, kneel, crouch, or crawl. May be expected to lift and/or move up to 50 pounds... Incumbents are frequently exposed to extreme heat or cold, to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, oil and electrical energy. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions: Work is performed in an office and field environment. This employee will be driving on-site frequently, be in the sun, rain and other outside elements.

FLSA Status: Exempt

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Approved: December 1, 2020