

PARKS SUPERINTENDENT

General Definition of Work:

FLSA Status: Exempt

Performs intermediate technical work overseeing the care and improvement of public grounds, parks and recreation facilities; does related work as required. Supervision is exercised over all division personnel. Work is performed under the general supervision of the Director of Recreation and Parks.

Essential Functions/Typical Tasks:

Planning and supervising parks and facilities maintenance and repair, the planting, care and maintenance of trees, shrubs and flowers; inspecting work of crews; maintaining records and files; preparing reports;

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises the planning, development, maintenance and repair of parks, grounds and related facilities.
- Oversees the propagation of plants by cuttings, seeding and grafting.
- Supervises the planting of flowers and shrubbery beds; designs and builds community appearance projects.
- Supervises the work of grounds crew and trains new employees in planting, spraying, pruning and propagation of plants.
- Makes inspections to determine need for horticulture maintenance care.
- Advises Appearance Commission, works directly with garden clubs and private citizens as needed.
- Supervises the preventative maintenance of grounds maintenance equipment.
- Inspects all supplies delivered to ensure proper quality and condition.
- Maintains records and prepares reports; estimates time requirements for projects; enforces tree ordinance and other applicable City ordinances.
- Works with the Director of Recreation and Parks on budget preparation, the Capital Improvement Program, and monitors expenditures; provides input on needed major repairs; assists in preparing specifications for jobs approved to put out for bid; evaluates work performance of employees.
- Assists in administering awarded contracts and monitors work quality and conformance to specifications.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Considerable knowledge of local policies, rules and regulations affecting operations of the department; thorough knowledge of forestry, landscaping and horticulture as applied to parks, medians and grounds; thorough knowledge of the principles, practices and methods of landscaping and turf grass maintenance; thorough knowledge of hazards and necessary safety precautions involved in construction work; general knowledge of seeds, fertilizers, pesticides, mulches, trees, shrubs and other materials used in landscape work; thorough knowledge of the species of grass, flowers, shrubs and trees grown in the area, their planting time and their environmental requirements; ability to plan and supervise the work of subordinates; ability to prepare reports and maintain records; ability to cooperate with and interpret park plans, concepts and philosophies to various public and private groups; ability to deal tactfully and courteously with the public; thorough knowledge of buildings and grounds maintenance techniques included tree care, landscaping and erosion control; general knowledge of building construction and repair; physical ability to work with staff in the field; knowledge of open park maintenance as well as greenway trail development/maintenance and athletic field preparations; ability to establish and maintain effective working relationships with associates.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in parks maintenance, horticulture, landscape design, or related field and considerable experience in landscape management, parks maintenance, construction or a related field, including at least two years of supervisory experience.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of North Carolina Pesticide Applicator License. Must be able to obtain Arborist certification within the first six months of employment. NRPA Certified Parks and Recreation Professional certification preferred.

Michael C. Horton

Objective

Direct the daily operations of parks and recreational management in a manner reflecting the integrity of the town and town officials.

Experience

May 2018-present New Bern Parks and Recreation New Bern, NC

Parks Superintendent and City Arborist SO-10244A

- Certified arborist through International Arborist Society.
- Certified pesticide applicator for turf and ornamentals, right of way areas, and aquatic areas.
- Perform daily park assessments for turf issues, damage, vandalism, debris, tree issues, safety issues, and ornamental issues.
- Apply pesticides for weeds, insects, and diseases as needed.
- Maintain records for pesticide applications as well as equipment maintenance.
- Set up for special events such as concerts, movies, holidays, festivals, and other community related.
- Maintain irrigation at parks.
- Perform maintenance activities related to construction, grading, seeding, tree pruning, and ornamental installations.
- Oversee a mowing and landscape crew of 18-20 employees daily.
- Schedule and record time for all parks staff.
- Repair and service parks equipment as needed.
- Evaluate city trees in the right of way and city property for damage and removal.
- Inspect sites for new tree plantings and install trees as needed.
- Provide assistance for numerous city and public activities.
- Facilitate cleaning and repairs for park bathrooms and shelters.
- Enforce safety and training for parks staff.
- Purchase supplies for all aspects of park maintenance.
- Evaluate employees annually for performance and goals.

2001–2018(April)

Sound Golf Links

Hertford, NC

Golf Course Superintendent

- Maintain and groom golf course on daily basis to achieve highest quality playing conditions possible.
- Schedule over 15 employees in all aspects of golf, recreation, and grounds maintenance (tennis, golf, pool, boccee).
- Oversee \$500,000 plus golf course maintenance budget.
- Provided extensive hurricane clean up during Isabel and other less severe storms.

- Plan and complete numerous drainage and renovation projects including; tees, traps, and cart paths.
- Work as a team with pro shop, restaurant, golf committee, and other organizations and departments.
- Service and install irrigation as needed or budgeted.
- Manage a full time shop and equipment technician.
- Motivate and teach employees on a daily basis.
- Consult and implement solutions on a daily basis for over 300 golfing members.

1998–2001 Sound Golf Links Hertford, NC

Assistant Golf Course Superintendent

- Provided daily operations for crew of 12 or less.
- Implemented and trained numerous employees about hand watering and water management practices.
- Provided all pesticide and fertilization applications as well as recording in database.
- Motivated employees on a daily basis to keep productivity level high.

1996–1998 Walnut Creek Country Club Goldsboro, NC

Golf Course Maintenance Worker

- Learned the basics of golf course management.
- Observed and noted a strong, experienced, and well-balanced golf maintenance team.
- Provided and observed tournament preparation at a high level.
- Observed and noted strong leadership skills.

Education

1996–1998 Wayne Community College Goldsboro, NC

- Associates in Science (Turf Management)

References

Provided upon request