

TOWN OF PROSPER

TITLE:	PARKS & RECREATION SUPERINTENDENT	SALARY:	\$40,000 - \$48,000
DEPARTMENT:	DEVELOPMENT SERVICES (PARKS DIVISION)	LAST UPDATED:	4/20/2010
REPORTS TO:	SENIOR PARKS AND RECREATION PLANNER	FLSA	
		DESIGNATION:	NON -EXEMPT

JOB SUMMARY: Responsibilities include but are not limited to the supervision of all Parks & Recreation maintenance staff and the operation of Town parks and trails system, ensuring a safe and positive experience for all users.

ESSENTIAL JOB FUNCTIONS:

- Assist with the development of Parks & Recreation annual maintenance budget.
- Administer maintenance budget and protocol for routine purchases for daily operations.
- Preparation of weekly maintenance schedule for maintenance staff.
- Point of contact for parks maintenance related issues.
- Manage and oversee park maintenance contracts.
- Application of fertilizer, herbicides and pesticides as required to maintain designated turf and ponds.
- Maintains athletic fields and monitors grounds for safety hazards.
- Monitors irrigation systems and water lines for leaks, and repairs or replaces as needed.
- Paints, repairs and maintains equipment, furniture, facilities, and playground components.
- Assists in setting up forms and pouring and finishing concrete.
- Installs signs, plumbing, irrigation components, electrical fixtures, plugs and cabling.
- Organizes tools, equipment and supplies necessary to complete assignments.
- Inspects, cleans and maintains equipment and tools in a safe operating order.
- Cleans work sites and performs routine inspections of assigned areas to detect any necessary repairs.
- Cleans restrooms and other public areas.
- Assists in the setup, teardown, and cleanup for special events and meetings.
- Travels to attend meetings and training.
- Performs other related duties as assigned.

EQUIPMENT:

- Operates personal computer and software, calculator, multi-line telephone, copier, fax, and various other office related equipment.
- May operate various including a front-end loader, mowers, bobcat, gator, tiller, augur, chain saw, stump grinder, jack hammer, power sprayer, edger, weed-eater, grass blower, drills, pick-up truck, box blade, infield rascal, and other equipment as necessary.

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of general maintenance and repair techniques.
- Knowledge of safe handling techniques of hazardous chemicals and materials.
- Knowledge of Town policies and procedures.
- Skill in planning and organizing to efficiently complete daily duties.
- Customer service and public relations skills; ability to work with public.
- Supervisory skills are essential.

REQUIRED EDUCATION , TRAINING AND EXPERIENCE:

- Must possess a High School Diploma or GED
- Must possess or have the ability to obtain a commercial applicators license.
- Must have a minimum of four years experience maintaining turf and athletic fields.

EMPLOYMENT CONDITIONS

- Must pass a pre-employment drug-screening.
- Must possess a valid State of Texas Driver's License.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

This job description is not an employment agreement, contact agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

Employee's Signature

Supervisor's Signature

Date

Date

The Town of Prosper, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources and or the Town Manager.

PROSPER'S PURPOSE - PROSPER IS A PLACE WHERE EVERYONE MATTERS