

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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Title: Parks Superintendent  
Reports to: Parks Division Director  
Position Status: Full-time  
Payroll Status: Salaried

### **JOB SUMMARY**

Assists the Park Division Director in the management and administration of the Parks Division. Provides direct supervision to one or more units in the Parks Services Division. Schedules and monitors the work of crews performing maintenance and construction of public parks, trails and facilities. Coordinates, schedules and supervises maintenance and construction work in the parks and recreational sites. Makes significant recommendations to hire, fire, transfer, promote and discipline employees. Acts in the absence of the Park Division Director. Duties are performed under the managerial direction of the Park Division Director. Serves on District Leadership Team.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

1. Manage and implement Capital Improvement Projects.
2. Review and make recommendations to the Park Division Director on the entire division's work programs and budget.
3. Provide supervisory direction to others in executing work programs.
4. Understand current Park District policies and procedures.
5. Represent the Parks District on various occasions and serve on internal and external committees.
6. Work with staff, community organizations, and surrounding community to ensure the programs and operation of the Park Division are meeting their needs.
7. Manages and/or perform maintenance and construction duties such as part, ball field, and trail construction/maintenance, and general construction and site improvements.
8. Manage and oversee scheduling of crews and personnel, volunteers, contractors, or other providers.
9. Oversee and assist with development of training and orientation of new staff regarding park services and District procedures, forms and programs, and serve as resource on day-to-day activities.
10. Perform accident investigations, risk management, and program safety and quality assurance.
11. Direct and implement safety programs through the Park District, ensuring appropriate training and safety precautions are taken per state regulations.
12. Serve as resource to the Rec Division/District Catalog and schedule.
13. Understand and knowledgeable in personnel and operations policies and procedures.
14. Acts as back-up to Division Director when unavailable.
15. Other duties as assigned.

### **QUALIFICATIONS**

- Equivalent to five years park services supervisory and project management experience with skills in maintenance planning, community relations, public contacts, operations, community and customer relations, safety, and regulatory and administrative experience.

- Requires Bachelor's Degree in Park Resource Management, Park Administration, or related experience and training supplemented with continuing education workshops.
- Requires valid WA State driver's license or equivalent.

### **REOUED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to plan, direct, lead, and troubleshoot parks service maintenance and operations, services, and safety of a multi-department organization and its facilities.
- Thorough knowledge of parks services maintenance and development with knowledge of project services and facility administration.
- Ability to perform maintenance and operations duties including equipment operations, field and facility cleanups, game and event preparations, and building trades functions.
- Ability to effectively lead, communicate, and articulate division directions.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, user groups and leagues, and the public. Ability to accept direction for professional/departmental/divisional improvement.
- Knowledge of and the ability to implement trends and practices in parks services administration and community interests.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to interpret and analyze program, regulatory, and management information.
- Ability to effectively supervise diverse work activities of skilled and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to work safely and effectively with diverse skilled and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Basic competence in computers, and word processing, spreadsheet, and data management software.
- Ability to communicate both verbally and in writing using applicable software.
- Ability to implement Parks Department projects, functions, facility and equipment operations, safety and compliance with regulatory standards.

### **WORK ENVIRONMENT AND PHYSICAL EFFORT**

This is a non-smoking work environment. Work is performed in park service field, shop, and office environments and may require evening and weekend duties. 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.

- Must be able to perform parks services duties that require sustained, strenuous physical exertion that includes activities such as moving and heavy lifting of items up to 50 pounds; also stacking, pushing, pulling, bending, twisting, climbing and standing for extended periods.
- Ability to work at heights, and in dark conditions and noisy environments.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Work environment may be noisy at times.

- May experience exposure to extended periods of sun, rain, cold temperatures, wind and potentially uneven terrain that may contain trip hazards.

**SIGNATURES**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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Employee Name

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Manager Name

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Employee Signature

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Manager Signature