

CITY OF BERLIN
POSITION DESCRIPTION
FOR
PARKS SUPERINTENDENT

DEPARTMENT:	Culture Recreation and Education
DIVISION:	Parks
SUPERVISOR:	Parks & Recreation Director
SHIFT/HOURS:	7:00 a.m. – 3:30 p.m. M-F, (others as needed)
CATEGORY:	Three (3)
SALARY SCALE:	Grade

JOB SUMMARY

The Parks Superintendent is responsible for overall operation of the parks system in the City of Berlin. This includes all buildings, equipment and structures in city parks and the Berlin Aquatic Center. This position works directly for the Public Works, and must work closely with the Community Recreation Director, Aquatic Manager, Berlin School District, and Parks and Recreation Commission to insure a quality recreational and park experience for all.

ESSENTIAL JOB FUNCTIONS

- (1) Direct and manage overall operation of the Berlin Parks system.
- (2) Responsible for hiring, training, supervision, and evaluation of all Park Department Staff, including part-time and seasonal employees. This includes promoting and training employees in the safe use of equipment and supplies and assuring that all City of Berlin and Parks & Recreation Policies and Procedures are adhered to.
- (3) Assign materials and equipment, maintain records of use, and repairs.
- (4) Assists in budget development.
- (5) Tabulate payroll, attendance and accounts receivable.
- (6) Inspect and maintain park and recreation facilities and prioritize repair and maintenance projects.
- (7) Inspect and maintain Aquatic Center facilities and equipment.
- (8) Purchase material and supplies needed in a timely manner to ensure smooth and consistent operations.
- (9) Maintain equipment inventory.

- (10) Serve as a member of City of Berlin Safety Committee.

SKILLS & QUALIFICATIONS

- (1) Good record keeping skills.
- (2) General knowledge of equipment maintenance including mowers, vehicles, and small power equipment.
- (3) Thorough understanding of plumbing and electrical fixtures and ability to repair them.
- (4) General knowledge of carpentry.
- (5) General knowledge of turf and grounds, landscaping and horticulture, and forestry.
- (6) Knowledge of materials and processes used to maintain park and recreation facilities.
- (7) Ability to plan, organize, prioritize, and supervise daily activities and operations safely and efficiently.
- (8) Ability to demonstrate sound judgment, initiative, enthusiasm, resourcefulness and dedication to duty.
- (9) Ability to follow oral and written instructions.
- (10) Ability to work with and communicate effectively, cooperatively, and politely with the public.
- (11) Alertness and willingness to learn.
- (12) Ability to lift objects up to 100 lbs, frequently lift and/or carry objects of up to 50 lbs, and perform long periods of heavy manual work.

SPECIAL REQUIREMENTS

- (1) Residency within a 15-mile radius of Berlin City Hall.
- (2) High school diploma or accredited equivalent degree.
- (3) Possession of a valid Wisconsin Driver's License.
- (4) Possession of a valid Commercial Driver's License.
- (5) Certified Pool Operator certificate or ability to obtain in one year from start of employment.

PHYSICAL DEMANDS

- (1) Ability to lift heavy objects up to 100 lbs, frequently lift and/or carry objects of up to 50 lbs, and perform long periods of heavy manual work.
- (2) Must be able to function with no limitations or restrictions.
- (3) Ability to frequently reach above shoulders, crawl, kneel, and repeatedly bend.
- (4) Ability to use fingers and both hands and both legs or compensate with the use of acceptable prostheses.
- (5) Good coordination and sense of smell.
- (6) Clear vision in both eyes, with depth perception, field of vision, ability to distinguish basic colors, and ability to distinguish shades of color (glasses, contacts or other acceptable vision correction acceptable).
- 4) Ability to work in all weather extremes.