



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Parks and Facilities Assistant Superintendent
Department: Parks and Recreation
Supervised By: Parks and Facilities Superintendent
FLSA Status: Exempt
Revised as of: January 2018

JOB SUMMARY

To assist in the planning, organization, supervision and coordination of the activities of the Parks and Facilities Division within the Parks and Recreation Department, including resource management and parks and facility maintenance; to coordinate division activities with other divisions and departments; and to provide highly complex staff assistance to the Parks and Facilities Superintendent.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Facilities Superintendent.

Exercises direct supervision over assigned senior, lead, part time and seasonal personnel.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Organize and direct Parks and Facilities Division activities including operation, repair and maintenance of park structures, equipment, buildings, trails, campsites, public boat launch, athletic fields and courts, and other park facilities.
- Direct, oversee and participate in the development of the division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures, using maintenance management software.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the division.
- Assist in development and implementation of division goals, objectives, policies and procedures.
- Assist in preparation of the parks and facilities budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Requisition of materials and supplies for the operation and maintenance of parks and facilities.
- Develop and implement procedures for addressing park and facility area problems.
- Oversee dissemination of and compliance with park programs and policies.
- Establish and oversee programs of safety and security for assigned parks and facilities.

- Research and prepare plans and recommendations for improvements and development of parks and facilities.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Assist in the implementation of parks and facility capital projects. Remain available for emergency call back.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Provide backup to staff within the Parks & Facilities Division as assigned.
- Provide assistance to staff within the Recreation Division's special events and recreation programs.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and practices of park and facility management, grounds maintenance, construction and park operations management.
- Principles, practices and techniques of construction trades in order to coordinate parks and facilities projects.
- Principles and practices of project management.
- Project management and maintenance management software.
- Public sector bidding and contracting.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Inventory management of materials required for construction projects and daily maintenance.
- Procedures for procurement of equipment and supplies.
- Principles and practices of supervision, training and personnel management.
- Budgeting procedures and techniques.
- Modern office practices, methods and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Organize and direct Parks and Facilities Division operations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve division related issues; remember various rules and procedures; and explain and interpret policy.
- Assist in the implementation of recreation programs and/or special events.

- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; and lift or carry weights of 75 pounds or less.
- Gain cooperation through discussion and persuasion.
- Interpret and apply District and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.
- Work long and irregular hours.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate clearly and concisely, both orally and in writing.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in park management, resource management, construction landscape management or a closely related field.

Experience: Five (5) years of increasingly responsible experience in the field of parks and facility maintenance and operations; and/or in the field of construction management, including trade skills; and including two years of supervisory responsibility.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.
- Possession of a valid Qualified Applicators License issued by the California State Department of Pesticide Regulation or ability to obtain within one year of employment.

WORKING CONDITIONS

Work is performed in both a typical temperature controlled office environment subject to typical office noise and conditions, and in an outdoor field environment subject to hot and cold temperatures, inclement weather, and exposure to noise. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work and the ability to travel. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: January 9, 2018

Classified by: 

Date: January 9, 2018

Approved by: 

Date: January 9, 2018