



JOB DESCRIPTION

TITLE: Facilities and Equipment Maintenance Superintendent

REVISED: July 2011

GENERAL PURPOSE: Plans, coordinates, manages Park Maintenance Department operations, activities, and personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and manages the construction and maintenance of the District's properties, facilities, vehicles, and equipment.
- Develops and implements short and long range plans in relation to land management and building and grounds maintenance projects.
- Prepares and presents departmental budget recommendations for approval.
- Administers maintenance, equipment, and pool budgets; monitors expenditure.
- Hires, trains, supervises, and monitors the performance of assigned personnel.
- Conducts safety meetings and ensures staff compliance with departmental policies, procedures, and safety requirements.
- Assigns work duties and monitors the quality and progress of work performed by maintenance crews and/or other employees engaged in park maintenance.
- Coordinates with other District departments regarding the planning and implementation of construction and maintenance projects.
- Attends and participates in various meetings pertaining to park maintenance, construction, and/or development.
- Receives and responds to inquiries, requests, and complaints from the public regarding the District's Park System.
- Analyzes complex and/or sensitive issues and provides recommendations for proper action.
- Prepares and maintains a variety of departmental records, reports, and documentation.
- Purchases departmental equipment and supplies; monitors and maintains supply inventories.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent, AND five years experience managing facilities and equipment maintenance operations; OR an equivalent combination of education and experience.

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Required Licenses or Certifications:

- Must possess a valid North Dakota Driver's License.
- Certified Pool Operator (CPO), Certified Playground Safety Inspector (CPSI), and First Aid/CPR certifications are required.

Required Knowledge of:

- Principles and practices of facilities and parks maintenance.
- Regulations governing the maintenance and construction of recreation facilities.
- Construction principles, practices, equipment, and materials.
- Equipment and vehicle maintenance principles and practices.
- Processes for developing and administering budgets.
- Supervisory principles, practices, and methods.

Required Skill in:

- Managing and coordinating facilities and equipment maintenance operations.
- Developing and implementing short and long term maintenance plans.
- Planning, coordinating, and overseeing maintenance and construction projects.
- Monitoring and ensuring compliance with regulations governing maintenance activities.
- Preparing and administering budgets and monitoring expenditure.
- Supervising, leading, and delegating tasks and authority.

Work Environment:

- Work is performed in a standard office environment and in and around District facilities.