CITY OF CONCORD CLASS SPECIFICATION

CLASS TITLE: GROUNDS SUPERINTENDENT JOB CODE: 2803

DEPARTMENT: PARKS AND RECREATION DATE: 3/11

REPORTS TO: PARKS AND RECREATION DIRECTOR

JOB SUMMARY:

Supervises and administers the operation, maintenance, and repair of city grounds, including cemeteries, parks, golf course, playgrounds, athletic fields, outside ice rinks, and roadsides/traffic islands.

ESSENTIAL JOB FUNCTIONS:

Plans, organizes, and evaluates daily operations of the parks, cemeteries, and golf course to include scheduling and specifying policies, procedures, equipment, and manpower; plans short-term activities and special projects; develops and implements work objectives.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring process, training in job skills, appraising performance, recommending salary adjustments, addressing complaints, resolving problems, and planning, assigning, and directing work.

Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Ensures that quality standards and compliance with regulations are maintained.

Collaborates and corresponds with others outside own work area such as city and state officials, industrial and business leaders, consultants, and the general public to coordinate efforts and maintain cooperative and efficient relations.

Develops and recommends operating budget for the parks, cemeteries, and golf course annually; monitors and administers approved budget; signs official and other documents to approve or ensure information adequacy, accuracy, and legitimacy.

Develops long-range plans for improvements to grounds, parks, cemeteries, and golf facilities.

Responds to public inquiries and complaints.

Represents the city at various functions such as advisory committees and civic groups relating to grounds maintenance management.

Develops, communicates, and monitors policies, procedures, and standards for staff and volunteers.

Maintains professional development through training programs, certification updates, and management training.

Develops specifications and assists in purchasing all maintenance equipment for the parks, cemeteries, and golf course.

Purchases turf fertilizer and pesticides for the parks, cemeteries, and golf course.

Performs special assignments to include researching and preparing reports and projects, developing and administering state and federal grants, and presenting technical data to management, elected officials, and others.

Grounds Superintendent

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Supervises building maintenance at Memorial Field, the golf course, and city cemeteries.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Cellular Telephone Computer Golf Course Equipment Grounds Maintenance Equipment Cemetery Equipment Tractors Pesticide Application Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in Business Management, Landscaping and Turf Management, or other related field; and,

Four to six years of experience in grounds maintenance operations and management; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and techniques as applied to the operation, maintenance, and repair of cemetery, parks, and other recreational areas.

Landscaping and turf management techniques.

Modern purchasing methods and procedures, and the laws, rules, regulations, codes, and statutes governing the purchase of materials, supplies, equipment, and services.

Principles and practices of budgeting and personnel management, including supervision, training, and performance evaluation.

Geography of the city including major streets and landmarks.

Care of lawn and plants, and operation of irrigations and sprinkler systems.

Skill in:

Typing and operation of computer keyboard in order to enter and retrieve data.

Analytical practices.

Communication and public speaking.

Mental and Physical Abilities to:

Give directions and gain compliance from subordinates.

Grounds Superintendent

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Establish and maintain effective working relationships with other city officials, employees, contractors, consultants, and the general public

Communicate effectively both orally and in writing.

Establish and implement rules, regulations, policies, and procedures.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, stooping, or walking.

Occasionally lift heavy objects.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and outdoors.

The employee may be exposed to machinery with moving parts, irritating chemicals, and cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, and gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.