



CLASS SPECIFICATION

Class Code: 60004029
Date Established: 10/1989
Last Reviewed: 09/2024
Last Revised: 09/2024
Last Title Change:
FLSA: exempt
Probation: 12 months

OPERATIONS SUPERINTENDENT – CSD/PARKS

DEFINITION

Under general direction, plans, organizes, manages, and supervises Regional Parks and Open Space, including operations, maintenance, and recreation service functions; directs the development and implementation of a variety of programs and activities; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in parks management, recreation management, natural resource management, forestry, horticulture, business administration, public administration, or a closely related field AND four years of full-time progressively responsible experience in any of the following areas: park maintenance, forestry/resource management, recreation services or natural resource management to include two years of supervisory experience in one or more of the above listed areas; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinate the planning, development, and maintenance of park infrastructure, ensuring that public spaces are well-maintained and meet community needs.

Participate in the development and implementation of goals, objectives, policies, and priorities for Regional Parks and Open Space; identify resource needs; develop, implement, review and/or evaluate programs, policies or procedures and make necessary changes to ensure optimal efficiency.

Plan, formulate, and develop the establishment of new park facilities and the on-going renovation and rehabilitation of existing parks, facilities and the grounds surrounding County buildings.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Meet with staff to identify and resolve problems; review and evaluate work products, methods and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to Division Director of Operations and Director of Community Services Department (CSD); prepare and present staff reports and other necessary correspondence.

Participate in promotional work in encouraging citizen participation, attendance, and interest in parks, facilities and programs of the department; deliver lectures and presentations before civic, private and other organizations regarding the activities of the department.

Respond to and resolve all inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks, recreation, and natural resource management.

Plan and administer the annual operating and capital improvement budgets for area of responsibility, justifying expenditures and maintaining proper expenditure control for authorized budget allocations during a fiscal year.

Prepare contracts, facilities, and schedule staff for special events.

Direct the development and maintenance of records and prepare reports.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County parks operations, maintenance, programs and activities, capital improvement projects and administrative procedures.

Organizational structure of Washoe County government, departments, services, and functions.

Countywide personnel policies.

Washoe County budget process and pertinent policies and procedures of other County departments (e.g., Purchasing, Finance, Risk Management).

Computer software specific to the department/division.

Historical, geographical, wildlife and horticulture aspects of Washoe County.

Ability to:

Plan, coordinate, and direct resources to accomplish established goals and objectives and optimize efficiency.

Maintain a workplace environment and culture that aligns with Washoe County values and CSD core beliefs.

Lead and manage personnel, including clearly setting expectations, coaching, training, assigning and reviewing work, administering discipline and conducting performance management.

Develop and negotiate terms, conditions, and specifications for a variety of contracts and service agreements.

Effectively represent the programs, operations, and functions of the area of assignment to the public, community organizations, other governments agencies, and County staff.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of administration applied to the operation, maintenance, and ongoing development of parks, parks facilities, and recreational and interpretive services.

Principles and practices of effective supervision and management including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Budget development and expenditure control.

Infrastructure asset management techniques, methods, and practices involved in the care and maintenance of parks and related properties.

Landscaping, horticulture, and natural resource management.

Plants suitable to the area, techniques for their proper care and methods of control of diseases and pests.

Chemicals and fertilizers used in large grounds keeping operations.

Safety rules, regulations and practices.

Ability to:

Analyze information, identify problems, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate work priorities and procedures and to determine effectiveness and efficiency; organize work to meet schedules and deadlines.

Foster a workplace culture of honesty, effective communication, and quality public service.

Prepare budgets and monitor fiscal expenditures.

Conduct comprehensive park and recreation studies.

Develop and deliver presentations to the public, and various community groups on behalf of the Parks division.

Read, interpret, and apply pertinent laws, statutes, codes and regulations, including administrative and departmental policies and procedures.

Operate a personal computer and software; establish and maintain a computerized maintenance management system.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a professional office environment and various field locations. Ability to use office equipment, including computer, telephone, calculators, copiers and FAX machine. Ability to lift and carry objects weighing up to 25 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.