

## NORTH HIGHLANDS RECREATION AND PARK DISTRICT

### Parks and Facilities Superintendent

\$80,904 to \$98,340 annually

The Parks and Facilities Superintendent will play a pivotal role in overseeing the maintenance of district parks and facilities. This position involves the supervision of maintenance teams, budget management, planning and execution of capital improvement projects, conducting inspections, preparing written and oral reports, managing purchasing activities, handling pesticides and chemicals responsibly, ensuring safe work practices, and managing irrigation systems.

#### **Key Responsibilities:**

- Supervise a team of maintenance staff responsible for the upkeep and cleanliness of district parks and facilities.
- Develop and manage the annual budget for the parks and facilities department, ensuring efficient resource allocation.
- Plan and oversee capital improvement projects, including renovations, upgrades, and new installations within the district.
- Conduct regular inspections of parks and facilities to ensure safety, cleanliness, and adherence to regulatory standards.
- Prepare detailed written and oral reports on the condition of parks and facilities, maintenance activities, and budget performance.
- Manage the procurement of necessary equipment, supplies, and materials, ensuring cost-effectiveness and quality.
- Safely handle and oversee the application of pesticides and chemicals in compliance with environmental regulations.
- Promote and enforce safe work practices and protocols among maintenance staff, including the proper use of equipment and machinery.
- Manage and maintain the irrigation systems in parks and facilities to ensure the health and appearance of green spaces.

#### **Qualifications and Requirements:**

- Bachelor's degree in a related field and/or equivalent work experience.
- A minimum of five years' experience in a supervisory or managerial role within a parks and facilities maintenance department.
- Strong budget management skills and experience with financial reporting.
- Knowledge of maintenance and construction principles and practices.
- Familiarity with relevant regulations, including pesticide handling and safety standards.
- Excellent communication skills, both written and oral.
- Strong organizational and project management abilities.

**Preferred Qualifications:**

- Training in Parks and Recreation Operations or Facilities Management.
- Experience in managing capital improvement projects.
- Knowledge of local and state regulations related to parks and facilities maintenance.
- Experience in irrigation installation and repairs.

**Reporting Structure:** The Parks and Facilities Superintendent will report to the District Administrator. This position will involve supervising a team of seven full time and four or more part time maintenance staff.

**Working Conditions:** This role may involve outdoor work in various weather conditions, as well as office work. Some travel within the district may be required.

**Salary and Benefits:**

- Salary range: \$80,904 to \$98,340 annually.
- Comprehensive benefits package, including District paid health insurance for the employee, 8% District contribution to a 457 Deferred Compensation retirement plan, 14 paid holidays and generous vacation and sick leave.

**Application Instructions:** Interested candidates are invited to submit their resume and a cover letter addressing their qualifications and relevant experience to District Administrator Scott Graham ([scott@nhrrpd.org](mailto:scott@nhrrpd.org)), along with a District Application ([www.nhrpd.org](http://www.nhrpd.org)) by December 29, 2023. Interviews are tentatively scheduled for January 8 -12, 2024.