

---

## *City of Pacific*

---

300 Hoven Drive  
Pacific, MO 63069

636-271-0500  
[www.pacificmissouri.com](http://www.pacificmissouri.com)

**December 6, 2019**

### **City of Pacific Position Posting Park Superintendent**

The City of Pacific is seeking qualified candidates for the position of Park Superintendent. This is a new position made possible in part by voter approval of a new half-cent sales tax for Parks and Storm Water purposes in the City. This is an excellent opportunity for someone who wants to help build a Parks Department from the ground up. The City has numerous park facilities, grounds and amenities, but needs someone to take charge of the system and take it to the next level.

This position will report to the City's Administration staff and will work in close cooperation with City Public Works staff and other City employees. The Park Superintendent will attend all meetings of the Park Board and serve as the City's primary staff contact for the park system. The Park Superintendent will have responsibility for the day-to-day operation and maintenance of the City parks system, and will provide regular reports and recommendations to the Park Board, Board of Aldermen and City Administration regarding the status of the park system and needs for general maintenance and improvement.

The ideal candidate will have a degree in Parks and Recreation and experience in parks operation and maintenance, preferably at the municipal government level. The ideal candidate will have the ability to perform routine parks operation and maintenance tasks, the ability to supervise parks staff as assigned, and be capable of handling basic administrative tasks necessary for parks operation.

Starting pay for this position is budgeted at \$45,000 annually, but is negotiable based on qualifications and experience. The City offers an excellent benefits package including group health insurance and the Missouri LAGERS defined benefit pension plan (L-6).

Applicants must submit a resume and cover letter to Steve Roth, City Administrator, 300 Hoven Drive, Pacific MO 63069, or by email to [sroth@pacificmissouri.com](mailto:sroth@pacificmissouri.com). The full position posting is available online at [www.pacificmissouri.com](http://www.pacificmissouri.com). This position is open until filled.

## CITY OF PACIFIC

---



### POSITION DESCRIPTION

**Position Title: Parks and Recreation Superintendent**

**FLSA classification: Hourly**

**Department: Administration**

### POSITION SUMMARY

The Parks and Recreation Superintendent has general superintending authority over the buildings, grounds and facilities of the City of Pacific parks system. The Superintendent is responsible for the regular operation and maintenance of park facilities and is responsible for organizing, directing and supervising work crews as assigned. The Superintendent is responsible for managing and overseeing the duly adopted Parks and Recreation budgets, and assists in procurement of materials, goods and services necessary for parks operation and maintenance. The Superintendent operates vehicles, equipment, machines and tools as necessary for regular operation and maintenance of park grounds and facilities. The Superintendent attends all meetings of the Park Board and serves as staff liaison between the Park Board and the City's Administrative offices. The Superintendent participates in the planning of park maintenance and improvement programs and activities, and makes recommendations to the Park Board for same. The Parks Superintendent works in close cooperation and coordination with the City's Public Works Department and its employees and staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Superintendent is directly responsible for the following tasks and duties:

- Oversees and coordinates the activities of the Parks and Recreation Department; including parks operation and maintenance, planning and programs, capital improvements, budgeting and procurement.
- Supervises and directs parks operation and maintenance staff as assigned.
- Operates vehicles, equipment, machines and tools necessary for the regular operation and maintenance of parks buildings, grounds and facilities.
- Oversees project management for the construction of parks and recreation improvements and projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Works in cooperation with the Public Works Department and coordinates activities with same.
- Provides regular reports to the Park Board and City Administration regarding the status of the Park system and makes recommendations for general maintenance, improvement, planning and programming needs.
- Maintains regular contact with the users of the parks and recreation system and represents the City at governmental and civic meetings and conferences.
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Studies and standardizes departmental policies and procedures to improve efficiency and effectiveness of operations.

- Maintains harmony among workers and resolves grievances.
- Performs other duties as may be assigned.

The Superintendent works in cooperation with the City Administration on the following:

- Assists with the posting of employment openings and the recruitment and selection process for vacant positions.
- Assists with the negotiation and management of professional services and construction contracts.
- Assists with the preparation of applications for grants, loans and other financing sources available to the City.
- Works with the City's Tourism Commission, Beautification Committee, Park Board, Cemetery Committee and other boards and commissions as assigned.

#### **PERIPHERAL DUTIES**

- Performs such duties as necessary to prepare for or respond to a disaster.
- Assists in the training of City personnel in department systems and techniques.
- Represents the City at various meetings and conferences.
- Serves as a member of various City committees as assigned.

#### **SUPERVISION RECEIVED**

Works under the broad policy guidance and direction of the City Administrator.

#### **SUPERVISION EXERCISED**

Exercises supervision over Parks and Recreation staff as assigned.

#### **MINIMUM QUALIFICATIONS**

- Graduation from a four-year college or university with a degree in parks and recreation or closely related field; or
- Minimum of two years previous parks and recreation experience, preferably in a municipal government setting, or closely related field; or
- Any equivalent combination of education and experience.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of parks and recreation thorough knowledge of applicable City policies, laws, and regulations affecting department activities;
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to use computers and computer software programs typical in a business setting, and ability to use mobile phone and data devices (smartphones) in a business setting.
- Ability and skill in operating department vehicles, tools and equipment.

#### **SPECIAL REQUIREMENTS**

- This position must be able to respond immediately to an emergency failure of parks and recreation equipment, infrastructure or other emergency requiring a City response.

- Must possess a valid State driver's license or have the ability to obtain one prior to employment.
- Must be a United States citizen or produce documentation of status to be lawfully employed in the United States.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The Superintendent is required to operate vehicles, equipment, machines and tools necessary for regular parks facilities and grounds maintenance and operation; must operate a computer, telephone and other office equipment; must be able to stand or sit for extended periods of time; must be able to converse with and exchange information with co-workers and the general public; must be able to observe, assess and detect defects in City vehicles, equipment and infrastructure.
- The Superintendent works both in an indoors office environment and outdoors "in the field" and is occasionally exposed to heat/ cold, wet / humid, and dry/ arid conditions. The Director is occasionally required to use personal protective equipment to prevent exposure to hazardous materials.