

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Superintendent
DEPARTMENT: Memorial Park
WORK SCHEDULE: Summer: 7:00 a.m. - 3:00 p.m., M-F
Winter: 7:00 a.m. - 3:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: 1988 **STATUS:** Full-time
DATE REVISED: August 2017 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Superintendent for the Memorial Park, responsible for supervising and directing personnel in maintaining County park facilities, grounds and equipment.

DUTIES:

Supervises and directs assigned personnel, including interviewing applicants, training, making work assignments, evaluating, providing corrective instruction, authorizing leave, and making hiring and termination recommendations, as necessary. Assists with mowing, wood splitting, wood cutting, building cleaning, flower beds, running trash route and plowing and sanding roads.

Administers Department budget, including monitoring and authorizing expenditures, accounting for and depositing cash receipts, and ensuring accurate maintenance of accounts receivable and payable ledgers. Maintains Department personnel files, including recording hours worked.

Reserves and prepares park buildings/facilities, including opening shelters and picnic sites, scheduling department personnel to provide needed services, overseeing special events, ensuring park security, and enforcing rules and regulations. Supervises purchase and set-up/set-off of annual fireworks display, including obtaining permit and ensuring compliance with safety precautions.

Ensures maintenance/serviceability of park buildings, grounds and equipment, including operating vehicles, equipment and tools, such as mowers, log splitter, back hoe, dump truck and garbage truck, initiating or making repairs, preparing bid specifications, recommending and monitoring contracts, and ordering supplies, parts, tools and equipment as needed.

Prepares various documents, such as leases, agreements, correspondence and a variety of periodic financial and other reports.

Attends monthly Park Board meetings, Council and Commissioner meetings regularly, reporting activities, submitting reports, and making recommendations as requested.

Regularly performs duties of other Department personnel in their absence or as needed.

Maintains material safety data sheet for maintenance garage and Smith Building, recording chemicals used and forwarding information to Fire Department as required.

Collaborates with Park Board in developing annual Department budget, and submits to County Council, attending budget hearings/meetings as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED.

Thorough knowledge of and ability to make practical application of principles and practices of park management, County policies against discrimination and sexual harassment, and various County and OSHA safety and health policies and procedures.

Ability to supervise and direct assigned personnel, including interviewing applicants, making hiring and termination recommendations and work assignments, evaluating performance, authorizing leave, providing training and corrective instruction, as needed.

Ability to effectively communicate orally and in writing with co-workers, other County departments, contractors, vendors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to monitor, maintain and properly operate Department equipment, tools and vehicles, such as pickup and dump trucks, tractors, backhoe, power saws, chain saws and mowers.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work on several tasks at the same time, often under time pressure.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to make simple arithmetic additions and subtractions, and prepare and administer Department budget.

Ability to read and interpret technical manuals, detailed prints, sketches and specifications.

Working knowledge of basic carpentry, welding, plumbing and electrical trades, and ability to perform routine repairs/maintenance of facilities, tools and equipment.

Ability to physically perform assigned duties, including close vision, hearing mechanical sounds, standing/walking for long periods, lifting/carrying objects weighing 25 to 50 pounds, climbing stairs and ladders, reaching, bending at waist, pushing/pulling objects, handling/grasping/fingering objects.

Ability to monitor and maintain Department inventories, maintain accurate records, and prepare and submit detailed reports as required.

Ability to occasionally work weekend, extended and/or evenings hours, and occasionally travel out of town, but not overnight.

Ability to serve on 24-hour call and occasionally respond swiftly, rationally and decisively to emergencies as needed.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs various administrative, supervisory and labor functions, guided by broad policies and general objectives, and exercising independent judgment in applying guidelines to specific situations and circumstances.

III. RESPONSIBILITY:

Incumbent's duties are broad in scope involving many variables and considerations. Incumbent performs according to general policies, discussing with supervisors unusual or unprecedented situations, such as interpretation of Department policies and authorization for large expenditures. Incumbent's work is reviewed for soundness of judgment, appropriate supervision or direction of assigned operations, and appropriate service to the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, County Commissioners, Park Board, contractors, vendors and the public for purposes of exchanging and explaining information, coordinating operations, supervising and directing personnel, and resolving problems/complaints.

Incumbent reports to County Commissioners and Park Board.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office, in a vehicle, outdoors and occasionally in high places, involving close vision, hearing mechanical sounds, standing/walking for long periods, lifting/carrying objects weighing 25 to 50 pounds, climbing stairs and ladders, reaching, bending at waist, pushing/pulling objects, handling/grasping/fingering objects, and exposure to toxic chemicals, heavy equipment, noise and inclement weather, for which safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Superintendent for the Memorial Park describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print/Type Name