

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: RECREATION & PARKS – PARKS DIVISION
JOB TITLE: PARKS SUPERINTENDENT
COMPENSATION: SALARIED, NON-CLASSIFIED
WORK LOCATION: WORCESTER COUNTY RECREATION CENTER, 6030 PUBLIC LANDING ROAD
SNOW HILL, MARYLAND 21863 WITH TRAVEL TO COUNTY-OWNED PARKS/BOAT LANDINGS
WORK SCHEDULE: MONDAY-FRIDAY - 6:30 A.M. – 3:00 P.M. LABOR DAY THROUGH MAY
5:30 A.M. – 2:00 P.M. SUMMER SEASON, MAY THROUGH LABOR DAY
APPLICATION PERIOD: UNTIL FILLED

MARYLAND STATE RETIREMENT:

THIS POSITION WILL AUTOMATICALLY PARTICIPATE IN THE MARYLAND STATE RETIREMENT SYSTEM. MEMBERSHIP IS MANDATORY FOR EMPLOYEES THAT WORK OVER 500 BUDGETED HOURS IN THE FISCAL YEAR. AS A MEMBER, 7% OF YOUR BUDGETED ANNUAL SALARY WILL BE CALCULATED, DIVIDED BY 26 AND DEDUCTED FROM YOUR BIWEEKLY PAYCHECK AND SENT TO YOUR ACCOUNT AT MARYLAND STATE RETIREMENT SYSTEM.

JOB SUMMARY: Under the supervision of the Director of Recreation & Parks and the Deputy Director of Recreation & Parks. This position plans, directs, and coordinates activities of the Parks Division and assists the Recreation Division on field rental, pavilion rental, and other special events as needed.

GENERAL REQUIREMENTS

- Pre-employment background check
- Safety Sensitive position subject to Drug and Alcohol Testing
- Essential personnel subject to emergency call-back with little or no notice and ability to work days, evenings, and weekends as needed for events/programs/problems
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Directs, supervises, and maintains all aspects of parks and county boat ramps maintenance operations and plans
- Maintains and makes recommendations for improvement to parks and county boat ramps
- Prepares and manages expenditures and personnel expenses of approved budget
- Schedules staff as necessary to provide minimal impact to department budget which may include flex schedules as weekend work will be required
- Coordinates contracts with all third-party vendors and ensures billing is correct and paid timely
- Works with event promoters as needed
- Works with Recreation Advisory Board as needed
- Works with Director, Deputy Director and staff to coordinate Program Open Space applications and projects
- Oversees the safety programs, procedures, training, fire drills, COOP plans, etc.
- Coordinated on the job training, continuing education, and licensing opportunities for staff
- Plans and coordinates assistance to recreation programs; assists in the planning, organizing, and budgeting of special events
- Determines the need for vehicles, equipment, tools, and training for the department; prepares specifications, allocates, and schedules the distribution of these items
- Develops preventive maintenance and resource management programs for parks and boat ramps
- Participates in the new employee selection process and makes recommendations to the Director/Deputy Director in regard to selection, staffing needs, budget preparation, and other administrative matters; handles employee issues and resolves personnel issues with assistance from the Director/Deputy Director and the Human Resources Department; administers performance evaluations etc.
- Establishes priorities, determines schedules, and monitors progress to meet division and department goals
- Assists Worcester County Comprehensive Planning and Department Head in composing Land Preservation, Parks, and Recreation Park Plan as well as consideration of land acquisitions
- Plans and schedules construction projects and capital improvements through consultation with the Director, Deputy Director, County Engineer, and staff to include compiling bid specifications; evaluates bid submissions and recommends successful bidder, coordinates execution of projects; administers the Maryland Department of

Natural Resources Program Open Space; directs and supervises construction and maintenance operations in parks and recreational facilities

- Meets with other County department representatives, organizations, interest groups, and the general public to coordinate projects and activities; respond to requests and complaints
- Supports, enforces, and adheres to the Worcester County Government and Jail's Personnel Rules & Regulations
- Completes assigned tasks accurately and by established deadlines
- Cross train and back up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc.
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to the Worcester County Government Personnel Rules & Regulations
- Performs other related duties as required

QUALIFICATIONS AND SKILLS

- Valid driver's license and driving record with less than 4 points (MD)
- Bachelor's Degree in Parks Management or related degree and five years related experience; or equivalent combination of training and experience
- National Recreation & Parks Playground Safety Certification required within 12 months of hire
- State of Maryland Pesticide Applicator's License required within 12 months of hire
- At least five years of supervisory experience with proven ability to lead, train and motivate staff, communicate effectively with coworkers, public officials and the general public
- Progressive responsibilities to include: parks maintenance operation, construction management (development of plans, specifications, and general conditions) adherence to state and federal park related regulations and associated permits, knowledge of materials and products pertaining to parks; personnel management, budgeting, performance evaluation
- Experience with Program Open Space applications and projects preferred
- Knowledge of Federal, State, and County laws, rules and regulations as they apply to the operation of a parks and boat ramps
- Ability to act calmly and quickly in an emergency and to supervise as necessary
- Capacity to work with and carry out the directives and policies of the County Commissioners and to work harmoniously with other staff, officials and agencies
- Above average oral and written communication skills necessary to prepare reports, prepare and deliver public presentations, provide leadership and motivation to department employees, communicate effectively and courteously with coworkers and the general public
- Experience with Microsoft Office products required
- Experience in the operation of tractors, mowers, zero turn mowers, front end loaders, trucks with equipment trailer attached, miscellaneous field machinery, and hand/power operated tools to maintain / repair all aspects of park operations required

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Sedentary and heavy work; constant sitting, viewing; frequent talking, hearing; occasional pushing, pulling, carrying, lifting over 25 lbs. and occasionally over 50 lbs. Occasional standing & walking, reaching, stooping and lifting of objects up to 40lbs; Standing and walking for long periods; Sitting, bending, kneeling stretching and reaching, high levels of physical exertion required to operate equipment. Low risk for injury operating office equipment. Work areas frequently encountered include open ditches, trenches, open water, excessive noise and vehicular traffic. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects. Work environment involves everyday risks typical of such places as parks, playgrounds, and swimming pools. Environment may also involve exposure to adverse, inclement weather conditions.