



Warren County Parks and Recreation Department

Job Description

- I. **Name of Position:** Operations Superintendent
- II. **Organization Unit:** Administration
- III. **General Summary:** Responsible for overseeing, inspecting, managing all park management / park managers and their facilities within the department. Responsible for overseeing and working with facility managers in the following areas: review and submit organized reports to Director regarding facility needs, assist with all training of management staff and supervisory staff at facility, ensure that weekly work schedules and event schedules are completed and that all policies are followed, conduct weekly management meetings to ensure facility operations run smoothly.
- IV. **Qualifications:** Four-year college degree preferred, high school graduate required, at least 5 years of management experience in parks and recreation field or similar position, at least 5 years of experience in parks and recreation facility operations preferred, extensive experience in leadership training, customer service, and supervisory skills of both patrons and staff required. Extensive experience with park maintenance, ball field maintenance, event operations and organization, facility operations is required. WCPRD is an equal opportunity employer.
- V. **Position Wage:** To be determined by County Judge Executive at time of hiring
- VI. **Employee Classification:** Exempt
- VII. **Essential Job Functions:**
 - a. Conduct weekly manager meetings and review weekly report with assigned managers to ensure smooth operations of facilities assigned, managers should submit weekly report with following information, tasks completed, tasks to complete within coming week, supply / materials needed, equipment / mechanical issues that need to be addressed, personnel related issues, daily event – special event – tournament questions / concerns or issues. Complete weekly report and submit to Director via email a summary of these combined reports to cover the general operations at facilities assigned, supply and material needs of facilities assigned, any staffing related issues at facilities assigned, upcoming weekly events, workflow plan per facilities assigned, any special requests or needs for facilities assigned.
 - b. Assist with overseeing and working with both new managers and new staff (both full time and part time) to ensure that onboarding of new employees and training of employees is completed in an efficient and effective manner (training may include Deputy Payroll System, Rec Desk Reservation System, Safety Training, WCPRD Employee Handbook, WC Personnel Policy Manual, EAP WCPRD Emergency Policies and Procedures, all reports for WCPRD, facility operations, payroll process, opening and closing duties at parks, general maintenance, and customer service training, equipment operation, ensuring proper paperwork is submitted to Administrative Office staff, coordinating cross-over training and support with operations superintendent as needed).
 - c. Conduct regular inspections of facilities and create work orders for management team and keep track of progress – completion time frames. This includes quality control spot checks and inspections.
 - d. Complete all assigned/required trainings.
 - e. Assist the Director with security camera access / review / training / control and review of security system for each facility / park assigned.
 - f. Ensure review of management inventory / facility inventory prior to yearly submittal and ensure that monthly checks are ongoing with management team assigned.
 - g. Work with Logistics Coordinator and Director on ordering all supplies and delivery of supplies requested by managers / facilities / park assigned.
 - h. Assist Director with creating and reviewing department policy as needed and helping to ensure that all staff are trained accordingly throughout facilities assigned.
 - i. Ensure that weekly inspections of facilities occur and that daily (am, pm, midday, and tournament – special event maintenance) operational checklists are updated and completed by assigned staff.
 - j. Conduct regular Deputy Payroll reviews and audits with Financial Manager and Executive Assistant to ensure compliance with all department related payroll / scheduling processes, etc.
 - k. Attend various administrative meetings and assist with training new management staff.
 - l. Understand and agree to comply with all WCPRD Employee Handbook and Warren County Personnel Policy, and all other WCPRD rules and regulations.
 - m. Complete any other duties assigned by the Director of Parks (WCPRD).
 - n. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees and lead by example though PPCRT policy.
- VIII. **Special Work Conditions:** Individuals in this position will work in all environments, handle various unforeseen circumstances, will have extensive work hours on a weekly basis, will experience various after hour calls for service, and will be presented with various situations in which they will have to delegate, multi-task, and coordinate various resources to achieve mission / program / and event accomplishment.
- IX. **Verification of Understanding Position:** By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the WCPRD Director.

WCPRD Employee Signature	Date
Witness Signature	Date
Director WCPRD Signature	Date