



WESTPORT CONNECTICUT

PERSONNEL DEPARTMENT
TOWN HALL, 110 MYRTLE AVENUE
WESTPORT, CT 06880
PHONE (203) 341-1090
FAX (203) 341-1093

POSITION VACANCY

POSITION: Parks Superintendent

SALARY: \$ 95,000- \$105,000 based on experience

RESPONSIBILITIES:

- Coordinates, schedules, and directly supervises all operations of the Parks and Recreation maintenance operation, including responsibility for ordering and inventory of supplies, parts, materials, and small tools.
- Performs periodic inspections of buildings, parks, ball fields, beaches, playgrounds, and all other recreational facilities to determine the nature and extent of maintenance and repairs needed. Inspect completed work for quality and completeness.
- Inspect all the areas under jurisdiction on a regular basis for adherence to maintenance standards and safety.
- Prepares plans and estimates work time, materials, supplies, tools, and equipment as needed; plans, implements, and directs preventative maintenance programs.
- Arrange work schedules and maintain attendance records and other appropriate records and reports. Supervises personnel to ensure effective and efficient operations.
- Oversee the maintenance, operation, and repair of all Department equipment. Ensures the operational safety of all equipment.
- Responsible for the instruction and training of new maintenance personnel in proper practices and procedures and supervises staff in the maintenance operation.
- Prepares reports, requests purchase orders, confirms deliveries, maintains records of repairs, keeps ongoing inventory, and all other paperwork necessary for the proper functioning of the maintenance shop.
- Prepares and submits statistical and progress reports on current projects.
- Assists in the coordination of new construction and park renovation projects and oversees projects as needed. Use emerging technologies, such as drones.
- Prepares and administers Bids and Request for Proposals.
- Oversees contractors hired by the Parks and Recreation Department for various functions.
- Recommends major capital improvement projects; develops long and short-term plans in alignment with the Parks Department Master Plan. Asses needs and develops goals.
- Attend meetings of the Parks and Recreation Commission, the Parks Advisory Committee, and related groups to present information about the construction, repair, and maintenance of the Town's recreational facilities.

- Prepares, administers, and monitors cost center operating budgets; presents budget to appropriate boards and committees. Identifies cost-saving measures for the construction, repair, and maintenance of facilities.
- Consult with supervisor or the Human Resources Department on such personnel actions as hiring, terminations, and discipline and obtain final approval from the First Selectperson for such personnel actions.
- Ensure that employees within his/her scope of supervision perform their job functions in an efficient and productive manner, and in a safe and hazardous-free environment.
- Performs additional duties as directed by the Parks and Recreation Director.

QUALIFICATIONS:

- **Education:** Must have a minimum of an Associate's Degree in Parks and Recreation, landscape planning, horticulture, or related field including or supplemented with training in soils, tree management, and supervisory practices; six years' experience in parks or grounds maintenance, including three years supervisory experience; or any equivalent combination of training and experience which provides the knowledge, abilities and skills described.
- **Experience:** 8+ years in parks and recreation management, with at least 5 years in a supervisory role.
- **Certifications:** Must have and maintain:
 - Valid CT Driver's License Certified Playground Safety Inspector
 - Certified Aquatic Facility Operator- Preferred
 - Supervisory Custom Grounds Turf and Ornamental 3A License- Preferred
 - OSHA and first aid certifications, as relevant, such as AED
- **Skills:** Strong leadership, project management, park maintenance and communication skills. Ability to build effective community partnerships and manage multiple projects.

APPLY TO:

Personnel/HR Department
bfranko@westportct.gov
Westport Town Hall
110 Myrtle Avenue Room 208
Westport, CT 06880

**Full Job Description Available Upon Request
EQUAL OPPORTUNITY EMPLOYER
Post Until Filled**