



JOB DESCRIPTION

Department	Department of Public Works
Location	Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
Job Title	DPW Superintendent of Parks
Classification	Salary/Exempt
Pay Range	\$85,414.62 - \$106,768.29 Annually FT11

Job Summary

The position of Superintendent of Parks reports to the Director of Public Works. The Superintendent of Parks is a highly responsible managerial, administrative, and professional position assisting in the administration and operations of the Village of Pleasant Prairie Parks Division's wide ranging activities. The Superintendent of Parks will assist in the planning, directing and coordinating of the maintenance of Village Parks and facilities, green spaces and athletic fields.

Job Duties

- Exercise significant discretion in developing, implementing, and enforcing policies and procedures necessary for the effective management and operation of the Parks Department.
- Ability to organize work and manage work schedules effectively using the Village's asset management computer software.
- Manages, trains and supervises Parks Department staff and coordinates and assigns work, acts on problems, maintains standards and evaluates performance.
- Prepares annual operating budgets and five-year capital improvement program.
- Assists with the preparation, implementation and updating the five-year Park and Open Space Plan.
- Prepares and manages grant applications for local, state, federal, and other aids for development and maintenance of parks and trail facilities.
- Researches, recommends, and purchases equipment and supply purchases for all parks and recreation programs.
- Assists with general park maintenance activities, maintenance and preparation of all ball diamonds, playground equipment, maintenance and preparation of beach areas and painting of building exteriors and interiors.
- Acts as the Director's representative at the Park Commission meetings, as needed.
- Coordinates all parks volunteer and rental activities.
- Maintain knowledge of automated lawn sprinkler systems.
- Must be able to use a commercial fogger for mosquito abatement.
- Assist with road side mowing and pickup.
- Assist with snow plowing parks and public roads as needed.
- Operate a small truck, tractor and a single and tandem axle dump truck.
- Operate a lawnmower, weed trimmer, hedge trimmer, roto-tiller and a brush chipper.
- Use manual maintenance equipment such as a shovel, rake, hoe, pole saw, broom, etc. as needed.
- Assist with maintenance of parks equipment (sharpen blades, grease equipment, etc.).
- Assist with minor maintenance on trucks (flat tire, oil change, etc.).
- Maintain knowledge of OSHA safety procedures and safe work practices.
- Must understand and implement Village policies and procedures, and Village codes and ordinances.
- Have excellent verbal, written and interpersonal communication skills with co-workers and the public.
- Performs other duties and special assignments as directed within the scope of the Public Works Department.

Physical Requirements

- Essential job functions of this position require a significant amount of standing, walking, sitting, pushing, pulling, stooping, crouching, kneeling, climbing, and lifting and carrying a range of weight up to 100 pounds.
- Must be capable of physically demanding work in inclement weather for an extended period of time and in areas of noxious odors and smells, in wet or muddy areas, work in close proximity to loud and moving equipment and work in an environment where the noise level is usually moderately loud.
- Must be available for overtime work and emergency call-out duty; serve on the "On-Call" list on a rotational basis.
- Must be available for extended evening and weekend work during Village sponsored events.

Requirements - educational, certifications and experience

- A Bachelor's degree with a major/focus pertaining to Parks Administration, Park and Recreation Management, or a closely related field.
- Proficiency with Microsoft Office applications.
- Valid driver's license; Commercial Driver's License Class B with air brake endorsements preferred.

- Ability to obtain and maintain a Wisconsin State Pesticide Applicator Certification.
- Ability to complete and maintain certification for First Aid – CPR training within six (6) months of employment.
- Ability to attend Public Works Management courses.
- Complete 40-hour HAZWOPER certification within six (6) months; annual refresher training.
- Complete Confined Space Certification within twelve (12) months; maintain certification.
- Complete Competent Person Certification for Excavation within twelve (12) months; maintain certification.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

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