



Superintendent of Park Operations Carbondale Park District

Contact Name: Trey Anderson

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Contact Phone: 618-529-4147

Closing Date:

Salary: \$55,000-\$65,000

Description:

The Carbondale Park District serves a community of approximately 22,000 residents. The Superintendent of Park Operations is the head of the Maintenance Department. The Superintendent reports to the Executive Director, and is responsible for planning, organizing, and administering a maintenance program for all parks and facilities. The Superintendent is responsible to the Executive Director for the employment and performance of all maintenance and personnel. This is a full-time position with benefits.

Hours: 40 hours/week. 7 a.m. to 3:30 p.m. Staff: 3-4 full-time, 4-6 part-time seasonal staff.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- The ability to work with and supervise assigned staff; schedule staff assignments and projects; determine work performance standards, conduct performance evaluations, provide direction to staff, conduct employment interviews, and handle disciplinary problems. Be sure personnel perform duties to an acceptable level and in a safe manner that does not expose them or others to unnecessary harm or risk of on-the-job injuries.
- Inspect parks and facilities for safety/maintenance problems and develop both short and long-range plans.
- Coordinate operations/projects with other departments within the Park District, as well as other entities both public and private.
- Inspect work in progress, provide technical guidance, examine completed projects, and submit reports of work completed; ensure proper cleanup after projects.
- Recommend project priorities and work methods; requisition materials, equipment, and supplies required for completion of projects, maintenance and repair work.
- Supervise vehicle and equipment maintenance.

- Maintain and compile data on changes, repairs, and installations; prepare reports and recommendations
- Provide oversight and direction for landscape operations and landscape areas within Park District facilities.
- Oversee spraying for insects, weeds, and disease control.
- Develop Park Operations strategies, policies, and procedures.
- Assist with budget development: prepare budget recommendations and manage the budget for the Park Maintenance Department.
- Respond to the public complaints and inquiries. Resolve concerns, answer questions, and provide information regarding maintenance and repair activities.
- Perform other related duties as required.

Please send resumes to: tanderson@carbondaleparkdistrict.com