

**CITY OF MEDFORD, OREGON  
CLASS SPECIFICATION**

**PARKS SUPERINTENDENT**

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**CLASS SUMMARY:**

The Parks Superintendent is the fourth level in a four level parks and recreation horticultural series. Incumbent is responsible for managing and supervising park operations. The Parks Superintendent is distinguished from the Parks Supervisor by its managerial responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:**

**FREQUENCY**

(These duties are a representative sample; position assignments may vary depending on the business needs of the department.)

1. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.	Daily 20%
2. Manages field operations and project development and implementation activities, which includes: performing field inspections; assessing field and structural conditions; developing and implementing projects to maintain standards; monitoring project progress; and, performing other related activities.	Daily 30%
3. Assesses, develops, and implements park maintenance standards.	Daily 5%
4. Evaluates, selects, and monitors the work of external contractors.	Weekly 5%
5. Develops, administers, and monitors departmental budget.	Weekly 15%
6. Prepares a variety of reports involving the compilation and evaluation of data; makes recommendations based on findings.	Weekly 5%
7. Serves as a liaison to other City departments and external agencies.	Weekly 5%
8. Manages inventory levels and procures needed supplies, equipment, and materials.	Weekly 5%
9. Assesses, implements, and monitors energy conservation programs.	Monthly 5%
10. Develops, evaluates, and implements departmental policies and procedures.	Monthly 5%
11. Performs other duties of a similar nature or level.	As Required
12. Regular, reliable, and punctual attendance.	Daily

