

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: ASSISTANT DIRECTOR – PARKS AND RECREATION (Job Code 030).**

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### **GENERAL STATEMENT OF JOB**

Under the direction of the Director of Parks & Recreation, is responsible for overseeing all aspects of maintenance, repair and landscaping in parks, athletic fields, playgrounds, City-owned property, and public rights-of-way. Employees in this classification perform at senior management level, and are responsible for ensuring the parks, fields, playgrounds, and other public areas that are provided to the community, are safe and well-maintained. Oversees the day to day operations within the Department, and coordinates all workflows with other city departments. Employees in this classification work with a high degree of independence and initiative, however, confer with the Director on matters involving higher-level administrative or legal expertise.

### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Trains, guides, directs, supervises, and evaluates subordinate personnel and volunteers in all aspects of their respective assignments; oversees the hiring of new employees.

Provides technical training and assistance to ensure work is completed in a safe and timely manner, and to enhance the skills and abilities of employees.

Prepares and maintains various division records and reports as directed by the Department Director, including, but not limited to: monthly activity, labor and materials utilized, and employee payroll data.

Writes specifications for contracts involving maintenance and/or reconstruction of city property, and provides scaled drawings for those projects relating to irrigation and landscaping.

Serves as project supervisor for parks projects and monitors facilities improvements; consults with contractors to ensure safety, cost effectiveness, aesthetics, and compliance with City policies.

Researches and evaluates existing facilities and park grounds to ensure the safety, general welfare, and enjoyment of the general public as directed by the Director of Parks & Recreation.

Oversees and ensures the safe and proper operation of all vehicles, equipment, and machinery utilized by the division.

Performs moderately complex administrative and accounting duties, such as reviewing and evaluating program statistical data, generating and submitting reports and documentation, researching special projects and issues, assisting Director with annual budget preparation; reviewing and maintaining accounts, and reviewing and approving receipts and budgetary expenditures.

Acts as Director of Parks & Recreation as required or assigned.

Maintains a comprehensive, current knowledge of new practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends seminars, conferences, workshops, and training sessions as appropriate.

Manages assigned parks and facilities, and ensures the safety and cleanliness of parks equipment; routinely inspects park grounds and facilities, and submits recommendations on the upkeep, upgrade, construction and/or renovation of parks.

Answers inquiries regarding the functions/operations of the Parks and Recreation Department in particular and the City in general.

Participate and make recommendations in personnel matters including, but not limited to, interviewing and selecting employees, appraising productivity and efficiency of employees, reviewing performance evaluations completed by division supervisors of their subordinates and offering advice and assistance when necessary; and handling employee complaints.

Performs any assigned emergency response task(s) for any other City department or division as the need arises before, during, and after the emergency occurrence.

Operates personal vehicle or a City vehicle, when so assigned, to accomplish designated tasks.

Participates in the development and implementation of City-wide special events. Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in the field of Agronomy, Landscape Design, Sports Turf Maintenance, or very closely related field of study, supplemented by a minimum of three (3) years of full-time work experience in the specific area of parks and grounds maintenance; or a high school diploma or equivalent, supplemented by a minimum of six (6) years of full-time work experience in parks and grounds maintenance, three (3) years of which must be in supervisory capacity. Certified Playground Safety Inspector (CPSI), Certified Sports Field Manager (CSFM), spray license, and government experience are preferred. Must possess and maintain a valid State of Florida driver's license. Must be proficient with Microsoft Suite.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping, reaching, lifting, and carrying of objects weighing 20-50 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information, including giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to construction maintenance and repair. Requires the ability to read architectural drawings and communicate with professionals in the industry.

Intelligence: Requires the ability to apply principles of influence; requires the ability to draw valid conclusions in task analyzing, processing and prioritization.

Verbal Aptitude: Shall communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control. Must be able to convey a sense of authority.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages; perform basic algebraic and geometric functions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various informational documents/materials/plans/other printed resources.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

Manual Dexterity: Requires the ability to operate various electrical and gas powered equipment. Must have excellent levels of eye/hand/foot coordination for operating and driving machinery.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions; the ability to deal with variety of non-City employees in both giving and receiving information and subsequent responses/instructions; must be able to perform under stress of frequent deadlines, inclement weather, competing priorities, and emergency response conditions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions. i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of landscaping and irrigation requirements of a variety of park and ground areas utilized for a broad range of purposes.

Knowledge of the materials, methods, and practices involved in maintaining parks and grounds areas.

Knowledge of construction principles, methods, and materials required for such.

Knowledge of report and record keeping principles and practices.

Knowledge of effective supervisory principles and practices.

Skilled in oral communications for effective instruction and clarity in task assignment.

Ability to detect defects and maintenance problems, and corrects or provides recommendation for correction.

Ability to read and/or prepare specifications, architectural drawings, and develop scale designs or current and proposed park and facility areas.

Ability to establish and maintain effective relationships with supervisor, employees, suppliers, vendors, and the general public.

Ability to organize and review work for efficient results and accuracy.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date