

EMPLOYMENT OPPORTUNITY SUPERINTENDENT OF PARKS

Annual salary range: \$70,054 - \$85,134

Comprehensive benefits package

Application deadline: Open until filled

First resume review: February 11, 2022



Howe Park Pond

Join Our Team!

Fulton-El Camino Recreation and Park District is seeking an experienced Superintendent of Parks who possesses great attitude, demonstrates creativity and innovation, shows a record of success and has a passion for public service.

If you like to solve problems, manage goals, have a positive mindset, and enjoy a culture of teamwork, cooperation and trust, we'd love to hear from you!

More about the Superintendent of Parks position, job details and application instructions are enclosed.





ABOUT FULTON-EL CAMINO RECREATION & PARK DISTRICT

Fulton-El Camino Recreation and Park District was formed in 1956 as an independent special district within



Sacramento County and is located seven miles from downtown Sacramento. The District is within the Arden

Arcade community. District boundaries are west to east from I-80 to Watt Avenue and north to south from I-80 to Arden Way.



With a population of 32,000 within five square miles of land, the District has six parks, which include two lighted



ball fields, two community centers, lighted volleyball courts, an aquatic complex, 14 tennis courts, a

fishing pond, dog park and numerous open turf areas and walking paths.

The largest park is Howe Park, which features 38 acres. Bohemian Park is getting ready for a \$10.445 million renovation that will feature a new community center.



SUPERINTENDENT OF PARKS

POSITION SUMMARY

Plan, direct, and manage the activities of the Maintenance Division, which is one of four major units in the District. Serves as a member of the District's senior leadership team.

SALARY

Salary Range: \$33.68 to \$40.93 per hour Annual Equivalent: **\$70,054 - \$85,134**
The position is full-time exempt. Traditional workweek is Monday - Friday.

DUTIES AND RESPONSIBILITIES

The following typical tasks and responsibilities are representative of the position's essential duties.

FACILITIES AND GROUNDS ADMINISTRATION:

- Directs the maintenance and repairs of parks, athletic and activity fields, horticultural areas, trees and medians in parking lots
- Coordinates the repair, maintenance and routine care of recreation facilities and buildings and aquatic facilities
- Supervises the installation of structures, apparatus and park equipment
- Assists in the design and development of new parks and facilities
- Maintains records and inventories for maintenance management system

PERSONNEL:

- Responsible for employee relations including, but not limited to managing staff, recommending hiring, scheduling and delegating work assignments, meetings, training and development, and performance evaluations, and reports on potential or actual employee performance

EQUIPMENT MAINTENANCE:

- Provides the guidelines for preventative maintenance and repair and replacement of all District vehicles and mechanical equipment
- Directs the upkeep, preventative and general maintenance and repair of District facilities, structures, park equipment and furniture
- Develops capital maintenance plan and keeps it current

PURCHASING:

- Prepares specifications on supplies, contracts, and capital equipment
- Reports all disposal and receipt of capital equipment
- Controls inventory assigned to the division

BUDGET:

- Prepares and monitors division budget which includes all capital maintenance projects; keeps current and innovative on work methods and standards; and operates a computer system

SAFETY AND SECURITY:

- Supervises the installation, alteration and maintenance of all District alarm systems
- Directs the execution of safety inspections through daily work activities, maintains communications and division telephone equipment

OTHER:

- Responsible for conducting and attending required meetings/ trainings



OUR MISSION

"Enhance the quality of life for our community by providing park facilities and recreation programs of exceptional quality while maintaining and protecting our park lands for future generations."

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Establish and maintain effective working relationships with the public, within the Division and other District departments, and outside agencies and organizations
- Ability to administer a comprehensive park maintenance program; review a variety of park construction plans and designs; administer capital improvement projects; administer, supervise and evaluate division personnel; develop and manage a budget; communicate effectively both orally and in writing; exercise independent judgment within general policy guidelines.
- Knowledge of principles, methods, and practices of management and park maintenance; facilities, equipment and up-to-date technology; park planning and design; horticultural practices and plant identification; related computer applications including word processing, spreadsheet, database and related programs.
- Current California pesticide applicator's certificate preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work activities require working within a standard park and recreation environment and working conditions. Must be willing to work outdoors in all weather conditions, including nights, weekends or holidays. Regularly communicate with General Manager, participants, staff, public and outside agencies.

QUALIFICATIONS

- Five (5) years of increasingly responsible professional experience in parks, trees, or ground maintenance, including two (2) years in a supervisory capacity.
- A bachelor's degree from an accredited college or university with major course work in Parks Administration, Horticulture, Landscape Architecture, Public Administration, Business Administration, or a related field.
- Minimum qualifications may be met via an equivalent combination of experience and education sufficient to perform the essential job functions.
- Must have a valid California Driver's License and driving record must comply with District driving standards.

FULL-TIME BENEFITS

- **Holidays:** 13 per year (10 paid/year +3 floating paid)
- **Vacation:** 12 days year
- **Sick:** 15 days/year
- **Retirement:** California Public Employees' Retirement System (CalPERS) and Social Security
- **Long Term Disability Insurance**
- **Health Insurance:** District pays for individual/dual coverage, dental/ vision
- **Health & Fitness Reimbursement:** Program is available

HOW TO APPLY

To be considered for this opportunity, please submit a cover letter, resume and application to:

Linda Montijo, Superintendent of Administration
Phone: (916) 927-3802 ext. 110, Email: lmontijo@fecrpd.com

The District Employment Application is attached .
Selected candidates will be contacted to move forward with an interview.

