

**City of Sallisaw  
Job Description**

**Job Title:** Superintendent

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**Exempt (Y/N):** Yes

**Date:** July, 2003

**Department:** Parks

**Reports To:** City Manager

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**SUMMARY**

The incumbent is responsible for supervising the daily operations, maintenance and construction of departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Coordinate and schedule daily operations for department.
2. Supervise equipment maintenance and preventative maintenance.
3. Maintain parks, cemetery and ball fields, airport, rodeo arena, pool and pest control for entire city.
4. Works with Little League and Soccer League and other nonprofit organizations involved in community projects.
5. Maintains calendar for ball parks.
6. Prepare budget for department-and submit to City Manager.
7. Attend training class, conferences updating skills and new products annually.
8. Recommend purchases for capital improvement items and control spending.
9. Order and keep materials on hand needed for parks, cemetery, pool, sports complex, the restrooms at the city's public facilities and safety equipment.
10. Work directly with City Manager on daily and long term projects.
11. Responsible for funds and/or equipment valued up to \$500,000.
12. Perform other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Supervises 10 full time employees and 3 part time employees in the Parks department. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and four years related experience and/or training and five years management experience; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

## **INTERNAL AND EXTERNAL COMMUNICATION**

Contacts with other departments or offices and with individuals in middle level positions, frequent contacts with various diversified sectors of the public environment.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and taste or smell. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50

pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.


**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is exposed to outdoor weather conditions. The incumbent works near moving mechanical parts, is at risk of radiation or vibration. The incumbent is exposed to fumes and airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

\*\* A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the corporate limits of the City of Sallisaw, Oklahoma.

Approved:  Date: 10-30-14  
City Manager

Modified: 10/30/2014