



# City of New Philadelphia, Ohio

## JOB DESCRIPTION

**Division/Department:** Parks and Recreation

**Location:** Tuscora Park

**Job Title:** Assistant Superintendent, Parks and Recreation

**Reports To:** Superintendent, Parks and Recreation

**Supervises:** Employees, Lifeguards, and Volunteers of Department of Parks and Recreation

**Hours:** 40+ per week, dependent upon seasons, and as scheduled by supervisor.



**EXEMPT**



**NON-EXEMPT**



**BARGAINING**



**NON-BARGAINING**

### SUMMARY OF POSITION

Responsible for providing support to the Superintendent of Parks and Recreation for the overall operation of all park and recreation facilities, including sound fiscal management of taxpayer funds appropriated for same.

### EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training and experience; prefer Bachelor’s degree in Parks and Recreation Management or related field.
- Reasoning:
  - Ability to solve practical problems.
  - Interpret a variety of written and oral instructions.
- Mathematical:
  - Ability to perform ordinary mathematical/algebraic procedures in practical applications.

### CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES:

- Possess at least five (5) years’ experience in Parks and Recreation Management.
- Possess thorough knowledge of occupational hazards and safety precautions (OSHA) including traffic and safety rules and accident prevention practices.
- Possess thorough knowledge of methods, materials, and operations used in Parks and Recreation projects; related government experience is a plus.
- Demonstrate a mechanical aptitude.
- Ability to occasionally bend, squat/kneel, twist/turn, climb, reach above shoulder, and work with cold and hot substances.
- Ability to frequently type on keyboard.
- Ability to frequently lift one (1) to ten (10) pounds and occasionally up to sixty (60) pounds.
- Ability to sit for four (4) hours with break.
- Ability to walk three (3) hours with break.
- Ability to stand one (1) hour with break.

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<b>Reports To:</b> Superintendent, Parks and Recreation		
<b>SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:</b>		
<ul style="list-style-type: none"> <li>• Works with ride and concession management to insure a harmonious atmosphere is maintained throughout the Park.</li> <li>• Manages department staff to insure compliance with applicable laws and create an amicable atmosphere to working conditions.</li> <li>• Responds to emergency situations including snow removal and storms.</li> <li>• Prepares reports on all projects for review, as required.</li> <li>• Evaluates the performance of the maintenance and lifeguard staff according to Park Board policy.</li> <li>• Evaluates staff needs and works with Human Resources during the interview process.</li> <li>• Assists in the preparation of the annual budget and works within guidelines set forth by the Board, Administration, and City Council; supervises the maintenance of fiscal records.</li> <li>• Approves orders of materials and makes recommendations for purchase of supplies/equipment.</li> <li>• Maintains a collaborative working relationship with all departments of the City as well as outside contractors, vendors, and groups to insure meeting the overall goals of the City.</li> <li>• Meets with residents to determine community needs and resolve any concerns.</li> <li>• Assists the Superintendent in the coordination of large company picnics for use of Park facilities, rides and catering.</li> <li>• Administers City-approved Human Resource Department programs inclusive of staffing, labor relations, safety, and employee development.</li> <li>• Reviews preventative maintenance schedules for all activities, including vehicle maintenance.</li> <li>• May be required to work early mornings, days, evenings, weekends, and holidays.</li> <li>• Consistently checks and responds to incoming email communication.</li> <li>• Performs other duties assigned by the Superintendent or designee.</li> </ul>		
▶ <i>Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.</i>		
<b>WORK EXPERIENCE REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Demonstrates the necessary skills in the safe operation of equipment, per job description.</li> <li>• Displays excellent interpersonal skills with the public-at-large as well as a positive working relationship with subordinates and co-workers.</li> <li>• Displays discipline and focus in the work environment.</li> <li>• Ability to communicate effectively both orally and in writing in the English language.</li> <li>• Ability to perform all required duties, both mentally and physically.</li> <li>• Ability to maintain working relationship with other workers.</li> <li>• Ability to work independently and is self-supporting.</li> <li>• Can be expected to work at any time.</li> </ul>		
REVIEWED BY	Rod Miller	<i>Title:</i> Superintendent
APPROVED BY	Joel B. Day	<i>Title:</i> Mayor

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.