

Town of Ridgefield



POSITION AVAILABLE

TITLE: **Assistant Director of Parks** Full Time-40hrs week Exempt with Non-Union Benefits
Monday-Friday (8:30am-4:30pm)

DESCRIPTION:

To manage park functions, operational and developmental phases of the Town's parks, green spaces, recreation areas, athletic fields, and school grounds as stated in the Parks Ordinance.

ESSENTIAL JOB FUNCTIONS:

- Directs, supervises and coordinates activities for parks maintenance staff and Building Maintenance Supervisor.
- Interviews prospective parks and maintenance employees to determine best placement, checks training, experience and competence of seasonal workers. Ascertains and makes appropriate recommendations to Director for placements.
- Reviews and approves payroll and time records for personnel.
- Prepares and coordinates schedules with organizations for usage of parks.
- Prepares specifications and bids for services and equipment purchases in cooperation with Department Accountant and Town Purchasing Agent.
- Works with the Commission on an advisory basis for planning related to facilities, parks and fields
- Maintains and oversees the department's master annual calendar related to services parks, fields and facilities
- Works with the Athletic director at RHS related to use of and needs of athletic fields
- Works with the Board of Education Business manager on intersecting issues related to maintenance of those areas of school grounds under Department's responsibility
- Works with all users of Athletic fields to develop and oversee annual schedule of field use
- Works with Tree Warden to assess and replace as necessary trees on Department's Parks and grounds.
- Develop and maintain snow removal schedule for properties under Department's care including prioritization of snow removal based on the needs of each property
- Conducts preliminary fact-findings, estimations and makes recommendations to the Director of Parks and Recreation regarding budget requests, including possible new equipment and services.
- Monitors all expenditures related to Parks Maintenance.
- Maintains active membership on athletic field maintenance and Use Advisory Committee, acting as technical advisor.
- Works with volunteers, garden clubs, civic groups and youth organizations to meet Parks and Recreation's objectives.
- Oversees the maintenance, upkeep and security of all parks under the care of the Parks and Rec Commissions. Does periodic inspection of grounds and facilities, managing on-site staff and private contractors.
- Respond promptly to all emergencies even if presented outside of schedules business hours, weekends, and/or holidays.
- Position is expected to participate in periodic EOC meetings related to weather or other emergency situations.
- Is available to respond to questions and problems raised by individuals using Commission parks.
- Under the direction of the Director of Parks and Recreation implements improvements and maintenance of parks used for recreation, educational, conservation purposes and open space areas, in cooperation with the Board of Education and the Conservation Commission.
- Develops and recommends to Director annual maintenance plan for athletic fields.

- Administer comprehensive Integrated Pest Management program for various athletic fields and parks.
- Determines open and closed fields, sports group usage, conditions, renovations, public water testing etc.
- Attends special events as deemed appropriate.
- Regular attendance as required by the position.
- Must attend monthly Parks and Recreation Commission meetings.

OTHER JOB FUNCTIONS:

- Other duties as assigned.

EXPERIENCE/QUALIFICATIONS

- High School graduate.
- Supervisor's pesticide license
- Minimum of ten years' experience in parks maintenance.
- Communicate well with people.
- Skilled in organizing and directing personnel, some financial management, long and short-term planning.
- Administrative skill in supervising the work of personnel in landscape, architecture, planning horticulture, facility maintenance, and construction.
- Thorough knowledge of the development, maintenance and operation of recreation and parks areas and facilities.
- Ability to inspire and work harmoniously with peers and employees.
- CDL (Commercial driver's license) may be required within 12 mos.

PHYSICAL REQUIREMENTS:

Normal office environment with typical business equipment, ability to operate a computer, ability to interface and problem-solve with the public and employees. Able to visits sites, parks and grounds. Ability to drive, walk, bend, reach, lift and climb.

JOB POSTING DATES: until filled

HIRING RANGE: \$100,000 - \$120,000 Depending on Experience

Interested applicants should send completed application and resume to:

**Town of Ridgefield, Human Resources
400 Main Street
Ridgefield, CT 06877**

or email: personnel@ridgefieldct.gov EOE