Charter Township of Orion

Position Available
Parks Superintendent

Orion Township is accepting applications with cover letter and resume for a full-time Parks Superintendent. Oversees, coordinates park maintenance employees and schedules and implements maintenance and improvement activities for all parks and recreation and Township facilities. Performs a variety of routine and skilled maintenance construction, custodial and repair activities involving parks and recreation facilities and equipment. Coordinates with the Parks & Recreation Director in the development and implementation of capital projects.

Some of the job qualifications include a strong working knowledge of equipment, methods, procedures, and tasks involved in park facilities maintenance and repair, including small engines, plumbing, electrical, rough carpentry and irrigation system. Ability to effectively lead and assign, coordinate and evaluate work of staff. Ability to establish effective work relationships and use good judgment, initiative and resourcefulness, when dealing with staff, volunteers, program participants, vendors, and the public. Ability to meet the scheduling requirements of the department by working some nights, weekends and/or holidays.

Full-time with benefits, non-union position, salary range is $65,000-79,500. Approved applicant must pass a complete physical and drug screening along with background check.

Please scroll down to read job description for more details.

Please submit cover letter, resume and completed employment application form to the Supervisor’s Office, 2323 Joslyn Road, Lake Orion, MI 48360.

Position open until filled.

For more information, contact Deanna Calloway, Human Resources Manager, at (248) 391-0304, ext. 1004, dcalloway@oriontownship.org.

Chris Barnett
Supervisor
Job Title: Parks Superintendent
Department: Parks & Recreation
Reports to: Director of Parks, Recreation & Facilities
Union Affiliation: Non-Union
Position Level: N/A
FLSA Status: Exempt

Job Summary

Under the direction and supervision of the Director of Parks, Recreation & Facilities, oversees, coordinates park employees and schedules and implements maintenance and improvement activities for all parks and recreation and Township facilities. Performs a variety of routine and skilled maintenance construction, custodial and repair activities involving parks and recreation facilities and equipment. Coordinates with the Director of Parks, Recreation & Facilities in the development and implementation of capital projects.

Essential Job Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

1. Maintains, or coordinates the maintenance of all Township parks, and other related recreation facilities and equipment. Effectively develops, reviews, analyzes and implements procedures to manage daily operations.

2. Directs, creates and maintains schedules, trains, supervises, evaluates and assists full-time, part-time and seasonal maintenance personnel, and/or community service individuals or groups (court ordered), and contractors. Assist with overseeing, directing and scheduling Safety Path Maintenance Workers and Safety Path maintenance.

3. Works closely with Facilities Supervisor and supports the Facilities team as needed.

4. Oversees, maintains records, schedules inspections, repairs and performs proper maintenance of Camp Agawam buildings, structures, beaches and grounds, including leasing of Caretaker Home. Performs minor equipment maintenance, servicing and repairs (e.g. tractors, trucks, power tools, fences, bleachers, etc.).

5. Maintain and facilitate the proper maintenance, records, inspections and treatment of Township type two (2) wells.

6. Oversee in planning, supervising and facilitating the landscaping maintenance, and repairs in parks, pavilions, athletic fields (i.e. ball and soccer fields), sport courts, trails, and restrooms.
7. Coordinate sites, facilities and equipment to ensure the availability and preparation of parks and facilities for games, events and other activities.

8. Schedules and completes routine park cleaning such as emptying and cleaning trash receptacles and dumpsters. Also provides interior and exterior custodial maintenance of park building including vacuuming, arranging tables and chairs, and stocking and cleaning of restrooms.

9. Determine the utilization of outside contractors for buildings, park facilities, trails, grounds and equipment. Coordinates, organizes, secures facility, resolves issues or problems and monitors progress. Coordinates payment of contracted services.

10. Coordinates with the Director of Parks, Recreation & Facilities in the development and implementation of capital projects.

11. Conduct research, prepare bids and requisitions and purchase orders for the Parks & Recreation Director’s review and approval. Prepares check requests, reimbursements and purchase orders.

12. Plan and coordinate efforts to receive federal, state and local funds to assist the Township’s operations by preparing requests for grants from various state and federal programs related to parks and recreation.

13. Oversee inventory lists, departmental records, maintenance schedules and preparation of grants and required reports.

14. Maintain good relations with the public, accurately representing the needs of various groups within the community. Develop, maintain, and supervise an effective, pro-active program for handling citizen complaints and inquiries.

15. Posts and maintains appropriate park and facility signage to ensure use safety and compliance. Assists in enforcement of related rules and ordinances in correlation with Township Code Enforcers.

16. Assist with the development of policies and procedures for more efficient departmental operations.

17. Oversees the scheduling, use and maintenance of Wildwood Amphitheater.

18. Assists Programmers in maintaining, cleaning, and repairing all program equipment and supplies.

19. Keeps abreast of new developments in field maintenance methods and technologies and current issues through continued education and professional growth.

20. Maintains a safe work environment and operates within OSHA/MIOSHA guidelines.

21. Performs other duties as assigned.
Job Qualifications

1. The job requires knowledge normally acquired through the completion of a Bachelor’s degree or equivalent, supplemented with specialized coursework necessary to meet requirements of qualifying to take state licensing tests for certification.

2. Must hold a valid Michigan Driver License and have a driving record in Good Standing. To be in Good Standing Driver must be subject to a current DMV printout report with none of the violations below:
   A. Any major violations (DWI, homicide, reckless driving, drugs, leaving the scene) within the last three years
   B. Two or more other moving violations and one at fault accident in the last three years
   C. Three or more other moving violations in the last three years.
   D. Two or more at fault accidents in the last three years with no moving violations.

   *Drivers will not be qualified for this position if they meet or exceed any of the four guidelines at any time during the course of employment. It is the employee’s responsibility to inform Charter Township of Orion any violations that result in more than two (2) points for a violation. Possession of CDL not required, but preferred.

3. Must have Herbicide and Pesticide license’s 3-A and 3-B or ability to obtain in first six (6) months.

4. Ability to obtain Certified Playground Safety Inspector (CPSI) certification within one (1) year of hire date.

5. Strong working knowledge of equipment, methods, procedures, and tasks involved in park facilities maintenance and repair. Including small engines, plumbing, electrical, rough carpentry and irrigation system.

6. Knowledge and ability to safely operate equipment necessary to maintain parks and facilities.

7. Ability to effectively lead and assign, coordinate and evaluate work of staff.

8. Skills in organizing schedules and coordinating associated resources.

9. Ability to communicate effectively and present ideas orally and in writing. Knowledge of Microsoft Office suite, including word processing, spreadsheet and database software applications.

10. Ability to establish effective work relationships and use good judgment, initiative and resourcefulness, when dealing with staff, volunteers, program participants, vendors, and the public.

11. Ability to work effectively within deadlines and with changing work priorities.

12. Two or more years of grounds and parks maintenance with a minimum of two years in supervising outdoor work teams.

13. Ability to meet the scheduling requirements of the department by working some nights, weekends, holidays, mornings and on-call for emergency.
**Working Conditions/Physical Demands**

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

1. While performing the duties of this job the employee is required to stand, walk, stoop and kneel. It is crucial to the outcome of the job tasks that the employee is able to talk, hear, and use hands to finger, handle or operate objects, tools, or controls and to reach with hands and arms.

2. The employee is occasionally required to climb and/or balance. The employee must occasionally lift and/or move objects up to seventy-five (75) pounds while performing the duties of this job. The employee frequently works near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to wet and/or humid conditions, and outside weather conditions, toxic or caustic chemical. The noise level in the work environment is usually moderate, but can be loud during certain assignments.

_I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management retains the right to change this job description at any time._

---

Employee Signature

Date

Human Resources

Date

_This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. This document is not intended to be a contract between the employee and the employer._

_Orion Township is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, height, weight, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need._

<table>
<thead>
<tr>
<th>Rev</th>
<th>Date</th>
<th>Description</th>
<th>Author(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>12/04/17</td>
<td>Parks Superintendent</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>05/25/21</td>
<td>Job Description Update</td>
<td>HR, Parks &amp; Recreation Director</td>
</tr>
<tr>
<td>02</td>
<td>06/21/21</td>
<td>Job Title Change to “Parks &amp; Facilities Superintendent” &amp; Description Update</td>
<td>HR, Parks &amp; Recreation Director</td>
</tr>
<tr>
<td>03</td>
<td>01/01/22</td>
<td>Department Head title update</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>07/17/23</td>
<td>Remove oversees Facilities and road responsibilities</td>
<td>HR, Director of Parks, Recreation &amp; Facilities</td>
</tr>
</tbody>
</table>