



Alberta O. Jones Park Superintendent

Reports To: Director of Community Engagement and Director of Special Projects

Status: Full Time

Classification: Exempt

Approved/Revised Date: February 20, 2024

The Parks Alliance of Louisville is a nonprofit supporting more than 100 of our Louisville Metro public parks. Our mission is to drive equitable investment in our public parks to improve the health and wellbeing of our entire community. We advocate for equitable investment in our park system, educate community leaders on the proven social, economic, health, and environmental benefits of parks, and raise capital to invest in neglected parks in under-resourced communities.

Summary:

The Park Superintendent is responsible for the oversight and maintenance of Alberta O. Jones Park grounds, facilities, and equipment. In addition, this position is responsible for the planning, scheduling, and delivery of park programs. The Park Superintendent serves as a "goodwill ambassador," providing friendly, helpful customer service. The Park Superintendent is required to live in housing provided by the Parks Alliance within Alberta O. Jones Park.

Organizational Duties and Responsibilities:

1. Oversees and performs maintenance of all park grounds and facilities.
2. Patrols the park daily to ensure a safe and clean environment. Is alert for conditions that might endanger or hinder the safety, health, or convenience of the public within the patrol area.
3. Performs routine tasks necessary to maintain a clean, safe environment including but not limited to picking up litter and broken glass, checking the playground for debris, and checking walking surfaces for safety.
4. Ensures cleanliness of park grounds and restrooms (emptying trash, cleaning toilets, sinks, mirrors, floors) and replenishes supplies, as needed, in concert with contracted cleaning staff.
5. Performs basic landscaping duties including, but not limited to, mowing, maintaining garden beds, applying fertilizer and weed control, and/oversees contractor performance of grounds maintenance and waste disposal.
6. Performs regular equipment/facility inspections and makes minor repairs, reports problems to Alliance leadership, and oversees contracted repairs.
7. Supervises volunteers and interns in the performance of park service projects.
8. Manages park rentals and reservations and ensures proper permits have been issued.
9. Monitors the park for proper usage of equipment and amenities.

10. Works with the Alliance team, residents, and community partners to plan, schedule, and coordinate the delivery of park programs.
11. Provides set up, break down, and support as needed for Alberta O. Jones Park events.
12. Participates in the recruitment and engagement of residents on the Park Community Council and supports Alliance leadership in orchestrating effective Council meetings.
13. Helps evaluate programs and events for future improvements and/or modifications.
14. Performs other duties as assigned.

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.

1. Self-starter: possesses the ability to act and operate efficiently and independently to accomplish objectives.
2. Strong collaborative and organizational skills.
3. Outstanding interpersonal skills and an ability to work successfully as an individual contributor and a team player.
4. Able to work a flexible schedule, which may include working days, evenings, weekends, and holidays.
5. Strong organizational skills, able to multi-task, and manage time to meet frequently changing deadlines in a fast-paced environment.
6. Strong people skills and emotional intelligence.
7. Ability to communicate effectively with people from various socio-economic, cultural, and ethnic backgrounds, both in person and over the phone.

Supervisory Responsibilities:

Occasional supervision of interns and volunteers.

Education and/or Experience:

1. Experience with facility and/or parks management, grounds maintenance, and repair (three years preferred).
2. High school diploma or G.E.D.
3. Demonstrated knowledge of standard practices of cleaning and custodial work.
4. Basic computer skills.

Language Skills:

Ability to read, write, and converse in English. Ability to speak knowledgeably with donors, board members, community leaders. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one, small, and large group situations to residents and community partners.

Certificates, Licenses, Registrations:

Must have current driver's license and insurable driving record.

Physical Demands:

The physical demands described here are representative of those that must be met by any team member 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 team member is frequently required to stand, walk, sit, lift, use hands to finger, handle, or feel, and reach with hands and arms, climb, or balance, and talk or hear. The team member spends prolonged periods of time exposed to the elements and must occasionally lift and/or move up to 70 pounds.

Work Environment:

Must be willing to work evenings, holidays, or on weekends as requested for special events. Must be able to work the required hours to accomplish tasks and meet deadlines. Must be able to work outdoors in all types of weather. The Superintendent is required to live in housing provided by the Parks Alliance at Alberta O. Jones Park. The work environment characteristics described here are representative of those any team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Behavioral Expectations:

1. Embraces the Parks Alliance of Louisville Values:
 - Have Integrity- demonstrates sound moral and ethical principles at work.
 - Be accountable- Takes personal responsibility and accountability for one's role and actions.
 - Be accessible- being able to be reached and/or available to assist others.
 - Be collaborative- Prioritizes team over self; is a consistent ambassador of The Parks Alliance of Louisville both inside and out of the office.
 - Deliver quality & excellence- Demonstrates courage, innovation, and resiliency by embracing change and encouraging and acting on new ideas.
2. Assists or takes on new tasks to help Parks Alliance of Louisville achieve its mission.
3. Maintains confidentiality regarding personnel and organizational information.
4. Adheres to and always models the Parks Alliance of Louisville Code of Ethics.222

What We Offer:

- Flexible hybrid work schedule
- Competitive wages
- 100% Employer paid health coverage options for employees (Includes medical EPO plan, dental, and vision)
- 100% Employer paid Basic Term Life and AD&D
- Unlimited Paid time off; observance of federal holidays in addition to the office being closed from Christmas Eve through New Year's Day
- Housing in residence at Alberta O. Jones Park

Team member Signature & Date

Supervisor Signature & Date

The Parks Alliance of Louisville is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.