

**Title:** Assistant Superintendent of Parks  
**PG:** 54  
**Status:** Civil Service  
**Position Reports to:** Superintendent of Parks  
**Department:** Parks and Recreation

**Class Code:** 2087  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is responsible, professional, supervisory and administrative work in directing City parks activities including planning, design construction and maintenance. Work involves responsibility for planning, developing, controlling and evaluating the parks construction and maintenance and urban forestry programs. Work responsibilities include the use of subordinate supervisors in the detailed definition of maintenance standards and procedures, the execution of construction programs, and detailed project planning and specification preparation. The employee receives general administrative supervision from the Superintendent of Parks.

### **ESSENTIAL FUNCTIONS:**

1. Plans, assigns and reviews the work of a large number of skilled and semi-skilled personnel engaged in parks construction and maintenance through subordinate supervisors within general departmental guidelines and objectives.
2. Reviews general program results with subordinates, counseling as to objectives and major procedures; determines or recommends revisions in work priorities and reassignments of personnel and equipment.
3. Prepares as required portions of division budget.
4. Conducts training and safety programs for subordinates in grounds maintenance, use of equipment and chemical spraying and horticulture.
5. Prepares and submits periodic detailed reports relating to division activities.
6. Participates in planning and designing parks and recreation areas and facilities, including the design and preparation of plans, drawings and sketches; prepares estimates, specifications, documents, written reports in connection with park development and/or improvements; inspects construction in progress.
7. Shall be asked to speak to interested parties as a member of the City of Lakeland speaker bureau.
8. Must be able to deal directly with the public, answering requests for work and solving problems associated with Parks Division maintenance responsibilities.

### **ADDITIONAL RESPONSIBILITIES:**

1. Shall perform duties of Superintendent of Parks in his/her absence
2. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of principles and practices of modern landscape design and architecture especially as applied to park and recreation area development.
2. Knowledge of the principles, theory and practices of park administration and maintenance.
3. Knowledge of plant life suitable for the climate and soil types found in central Florida.
4. Ability to make cost and material estimates for park development projects.
5. Must have a working knowledge of computers and be willing to become computer literate in specific programs that are part of the parks division daily operations.

### **WORKING ENVIRONMENT/CONDITIONS:**

Requires manual work that involves walking or standing some of the time, exerting up to 100 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with major course work in park management, horticulture, landscape architecture and urban forestry or related field.
2. One (1) year of experience in parks and recreation facility planning, development, administration and maintenance.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specified requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.