

CITY OF BEMIDJI
EMPLOYMENT OPPORTUNITY
July 19, 2022



POSITION: PARKS SUPERINTENDENT

GENERAL NATURE OF WORK: Performs skilled technical work planning, coordinating, evaluating and supervising the maintenance and repair of parks and recreational grounds, facilities and equipment, public lands and trees, preparing and maintaining records, preparing reports and related work.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or GED equivalent; and
- (b) Minimum of five (5) years of progressive responsibility experience in park and facility maintenance, landscaping, forestry, and grounds maintenance, or closely related field; and
- (c) Minimum of two (2) years of experience supervising employees.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- (a) Thorough knowledge of park and facility maintenance principles, practices, equipment, tools and materials; thorough knowledge of grounds and tree maintenance techniques, thorough knowledge of forestry, landscaping and horticulture as applied to parks and grounds areas; thorough knowledge of City code and policies, state and federal regulations and OSHA regulations; thorough knowledge of the hazards and necessary safety precautions involved in the work; ability to read and understand technical documents such as engineering, architectural, electrical and mechanical drawings; ability to prepare reports and maintain records.
- (b) Must have the ability to supervise, plan, schedule and review the work and performance of others in a manner conducive to proficient performance and high moral.
- (c) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, volunteers and the general public; ability to communicate effectively orally and in writing; ability to guide, direct and motivate others.
- (d) Skill in the operation of listed tools and equipment including use of computer equipment, and software including word processing, database and utility monitoring and control systems.
- (e) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to function in a team-based environment and to establish and maintain effective working relationships with employees, other departments and the public; ability to understand, transmit and carry out written and oral instructions.

SPECIAL REQUIREMENTS:

- (a) Must possess a valid State Class A or B motor vehicle operator's license (CDL), or have the ability to obtain one prior to employment.
- (b) Must possess a Minnesota Tree Inspector's license, or have the ability to obtain one within six (6) months of employment in the position.

PREFERRED QUALIFICATIONS

- (a) Associate degree or certification in parks management, maintenance or a related field.
- (b) Additional years of experience supervising employees.

SUPERVISION: Works under the general supervision of the Parks & Recreation Director; exercises supervision over all full-time, part-time and seasonal parks personnel; and works with outside contractors and community groups.

SALARY RANGE: \$35.23 - \$44.63 / hour (\$73,281 - \$92,830 annually) + Benefits

HOURS: Full-time / Non-Union / FLSA Exempt position

JOB TO BEGIN: As soon as possible

DEADLINE: Applications must be received by **4:00 p.m. on Wednesday, August 10, 2022.**

APPLICATIONS: Apply online at www.ci.bemidji.mn.us

QUESTIONS? Contact the HR Coordinator, Bobbi Fisher at (218) 759-3562 or
bobbi.fisher@ci.bemidji.mn.us or visit City Hall at 317 4th Street NW, Bemidji