



Parks & Trails Superintendent

Full-Time \$59,234.33 - \$62,195.53 Annually, DOQ + Benefits

General Description:

Under general supervision, this position is responsible for directly and indirectly supervising assigned employees and the overall management, coordination and direction of operations and maintenance for parks, grounds and trails. Work involves administering, evaluating and inspecting parks, grounds, trails and facilities; preparing and overseeing the budget for assigned areas; and supervising subordinate personnel. General supervision is received from the Parks Operations and Projects Manager. Position oversees the exercise of appropriate safety precautions in the operation of equipment to ensure personal, public, and personnel safety. Position is responsible for performing and supervising various grounds care and landscape architecture tasks to maintain a clean, orderly, and aesthetically pleasing appearance of assigned areas. Employees in this class are responsible for assigning work and maintaining records on personnel and work performed; and when necessary, participating in all facets of work under charge. Position inspects work during and upon completion for adherence to objectives and work orders. Position is required to maintain contracts and review the work of contractors as related to contract. Performs related work as directed.

Minimum Qualifications

High school diploma or GED, supplemented by five (5) years of previous experience in the field, or an equivalent combination of education, training, and experience. Must be able to obtain a CDL Class B license within three (3) months of employment. Experience in planning and development with emphasis on grading, utilities, interpreting construction documents and commercial concrete procedures preferred. Must acquire irrigation license, backflow license, Certified Pool Operator certification, Certified Playground Safety Inspector and Texas Pest Control License within 24 months of employment. Significant experience with athletic field maintenance or similar maintenance experience is required. Must be proficient with Microsoft Office suite, with an emphasis on Word, Excel, and Outlook.

How to Apply: Online at www.highlandvillage.org

For additional questions: Email Vanesa Childers at vchilders@highlandvillage.org

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