

## POSITION DESCRIPTION

Title: Director of Parks and Recreation

Department: Parks Department

Job Analysis: Jan 2013, Aug 2015, Oct 2019, March 2022, Sept 2023, June 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: County Engineer

Subordinate staff: ~~Parks Supervisor,~~ Deputy Director of Parks and Recreation, Parks Personnel

Internal contacts: Other Department Heads, County Employees

External Contacts: Courthouse Personnel, General Public, State Highway Department and other state and local officials, attorneys, vendors, utility boards, and developers

Status: Classified/Exempt (~~S317~~)(S318)

### Job Summary

Provide professional level expertise and leadership in planning, coordinating, implementing, and maintaining, and managing various projects involving trees, shrubs, and other plants. all elements of the Baldwin County Parks System. Provide professional maintenance to county facility grounds, lawns, and shrubs. ~~Supervise inmate crews in accomplishing jobs.~~

### Essential Job Functions

#### A. Future Facility Planning

1. Lead future planning and development initiatives by evaluating the current Parks and facility grounds system and forecasting future needs.
2. Develop long-term strategic plans for Parks facility expansion, modernization, and resource optimization to meet future operational needs.
3. Engage with stakeholders and community members to gather input and ensure that facility plans align with their needs and expectations.

#### B. Facility Maintenance, Management and Compliance

1. Manage improvement projects, including planning, budgeting, construction oversight and performance tracking.
2. Assist with the development of bids and specifications relating to the Parks and Recreation Department, including equipment.
3. Plan, design, and oversee maintenance, alteration, and reconfiguration of facilities.
4. Ensure that construction and installation of Parks facilities meet quality standards and local, state, and federal requirements.
5. Implement maintenance management programs along with performance metrics to ensure proper maintenance of Parks facilities.
6. Provide professional expertise and leadership in planning, coordinating, and implementing any project deemed necessary involving trees, shrubs, lawns, or other plants as directed.

#### C. Contractor Oversight and Staff Supervision

1. Oversee external contractors for various specialized tasks and projects and ensure compliance with specifications.
2. Responsible for all aspects of staff supervision and management within the Parks and Recreation department, including ensuring they receive adequate training and professional development.

#### D. Budget Development and Recordkeeping

1. Develop, monitor and work within the department or project budget.
2. Maintain and document daily department activity work records using applicable technology tools and database.
3. Maintain project data up to date and accurately for all projects.

- ~~1. Direct and coordinate projects relating to trees, shrubs, other plants, and lawns.~~
- ~~2. Provide professional expertise and leadership in planning, coordinating, implementing, and maintaining various projects involving trees, shrubs, and other plants.~~
- ~~3. Prepare special plans for various forest and landscaping projects as directed.~~
- ~~4. Formulate a comprehensive (long range) plan for the development of the Baldwin County Parks County grounds.~~
- ~~5. Responsible for supervising workers in planning and maintenance on County lawns, parks, trees, and shrubs.~~
- ~~6. Work to stay within budgeted amounts.~~

### **Knowledge, Skills, and Abilities**

1. Knowledge of professional planning, implementation and maintenance for various lawns, shrubs, trees, and landscaping projects.
2. Ability to train, supervise, and develop staff across multiple facilities.
3. Ability and knowledge to properly water, prune and otherwise maintain trees, shrubs, lawns, and plants.

4. Ability and knowledge to properly select and plant trees, shrubs and other plants required in landscaping.
5. Ability to walk, stoop and bend.
6. Ability to lift fifty (50) pounds, unassisted.
7. Ability to work in adverse weather conditions.
8. Proficiency with Microsoft Office (Word, Excel, Project, PowerPoint) and management software.
9. Ability to interpret blueprints, plans, and technical specifications.
10. Ability to perform light work that involves lifting, carrying, and mobility tasks.
11. Ability to use shovel, pruning saw, shears, loppers, rake, hoe, watering devices, ladders, etc.
- ~~12. Verbal and presentation skills to interact with the public and various departments.~~
- ~~13. Ability to supervise workers in maintenance projects.~~
- ~~14. Knowledge of computer data storage/retrieval.~~

### **Other Characteristics**

1. Ability to work collaboratively with staff.
2. Effective oral and written communication skills for interacting with staff, supervisors, general public, vendors and elected officials.
3. Willing to work non-standard hours as necessary.
4. Willing to attend meetings, seminars, training events, or other work-related activities, including travel outside the county if needed.

### **Minimum Qualifications**

1. College degree in landscaping, horticulture, or similar area of concentration.
2. Five (5) or more years of experience in grounds facility management and project management, with at least three (3) years of supervisory experience, or an equivalent combination of education and experience.
3. Demonstrated expertise in operational and strategic planning, budget development, project management, and long-term facility planning.
4. Possess a valid driver's license and be insurable by the County's insurance standards.

## POSITION DESCRIPTION

Title: ~~Parks Supervisor~~ Deputy Director of Parks and Recreation

Department: Parks Department

Job Analysis: January 2013, October 2019, June 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: ~~Horticulturist~~, Director of Parks and Recreation, County Administrator

Subordinate staff: Parks Personnel

Internal contacts: Area Supervisors and County Employees

External contacts: General Public, Suppliers, State and Federal Officials

Status: Classified/Exempt (S313)

### Job Summary

Responsible for directing the activities of the Parks crew. Work involves supervision of several types of heavy equipment operation as well as journeyman and unskilled labor activities. Perform detailed planning of projects including construction sequences and procedures, required material, quantity and sources, and operating costs. Helps oversee maintenance of all county parks and facilities.

### Job Domains

#### A. Supervision

1. Supervise daily work routines of park crews; monitor work-in progress; make the spot corrections when necessary.
2. Inspect finished work for compliance with specifications.
3. Make sure all construction/parks materials are up to standard.
4. Record material used, progress achieved, and total costs.

#### B. Planning and Coordinating

1. Plan and schedule projects and other objectives to be accomplished.

2. Develop a budget.
3. Assign work to subordinates.
4. Plan for necessary maintenance and repairs for equipment; orders parts, supplies, fuel, etc., as required.
5. Projects cost of projects.

C. Miscellaneous

1. Perform various duties including operation of equipment and manual labor as required in emergencies or other critical situations.

**Knowledge, Skills, and Abilities**

1. Verbal skills to explain procedure and work methods, counsel with subordinates, and make oral reports to county personnel.
2. Skills to perform basic arithmetic functions.
3. Writing skills to fill out data reports and write various construction plans and procedures.
4. Reading skills to understand maps, blueprints, manuals, etc.
5. Skills in planning and scheduling.
6. Knowledge of occupational safety and health requirements.

**Other Characteristics**

1. Willing to work non-standard hours as necessary.
2. Willing to attend meetings and other work activities.
3. Willing to attend training seminars.

**Minimum Requirements**

1. Possess a valid driver's license with CDL, and be insurable by the County's insurance standards.
2. Five (5) years experience in related field.