



Conejo Recreation & Park District

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EMPLOYMENT OPPORTUNITY

Park Superintendent

Open / Promotional (one full-time position)

Salary Range (5 steps): \$10,594 - \$12,877/month

Final Filing Date: Sunday, February 2, 2025, 11:59 p.m.

Submit a cover letter and resume online with the application

Apply online: www.crpdp.org/hr (Follow link to CalOpps)

Under general direction, plans, organizes, directs and manages the operations, maintenance and construction of park facilities and open space areas; provides administrative and technical direction to staff; and performs other related duties as assigned.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns and manages the Rangers, Grounds, Maintenance, and Projects/ Contracts units in the department; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff; establishes performance requirements; regularly monitors, evaluates and addresses performance.
- Contributes to the development of and monitors performance against the annual Parks budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Resolves citizen and other agency complaints and issues.
- Oversees and coordinates the alteration, repair and maintenance of buildings, grounds, open- space operations and the enforcement of District ordinances.
- Analyzes best methods and practices to accomplish work, including utilizing outside contracting in a cost-effective manner in the best interests of the District.
- Develops and recommends long-range operations and maintenance programs; recommends building or repair projects.
- Conducts periodic inspections of facilities and reviews the work of employees for compliance with District standards.
- Coordinates law enforcement activities with other agencies.
- Selects, supervises, trains and evaluates employees.
- Recommends and implements the District's Customer Service Ethic and changes to District policy and procedures.
- Represents the District to other government agencies, private groups, lessee organizations on District property, and the public.
- Coordinates the District's response to emergency situations and coordinates with other agencies pursuant to the standardized Emergency Management System.

Other Duties and Responsibilities

- Oversees District facilities safety and security programs; ensures safety and job training for employees.
- Prepares a variety of reports and presents information in a public setting including Board meetings and citizen groups.
- Maintains effective relations with other agencies and the public; responds to inquiries.
- Available 24 hours per day, 7 days per week for response for mobilization in the event of a disaster; designates an authorized representative in absence.
- May be required to drive District or personal vehicle.
- Participates during disasters or when emergency response is needed.
- Exempt employees may be required to work nights and weekends.
- Performs related duties as assigned.

Park Superintendent continued . . .

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education/Experience: A typical way to obtain the knowledge and abilities would be: a bachelor's degree in park administration, ornamental horticulture, landscape architecture or a related field, and five years of increasingly responsible experience in landscape and building maintenance or crafts work, including at least three years of supervisory experience; or an equivalent combination of education and experience.

Language Ability: Ability to read and interpret complex documents, including engineering reports. Ability to respond effectively to sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to executive management or the Board of Directors.

Math Ability: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates and Licenses:

- First Aid & CPR/AED within 90 days of employment and ability to maintain certifications as a condition of employment.
- Possession of or ability to obtain certification as a limited peace officer in the State of California (PC 832).
- Valid California driver's license with a good driving record and current automobile insurance.
- Agricultural Pest Control Advisor's License, Certified Arborist, Irrigation Auditor Certificate, and Playground Safety Inspector Certificate are desirable.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Supervisory Responsibilities: Through subordinate supervisors, manages the Rangers, Grounds, Maintenance, and Projects/Contracts departments and the Supervisor class series relevant to each department.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and may be required to work some overtime. The employee is regularly exposed to outdoor weather conditions, low-to-moderate noise levels, frequent contact with internal and external customers, and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

Physical Demands: The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand for extended periods and is regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. The employee may occasionally walk over rough terrain; climb or balance; stoop, kneel, crouch or crawl. The vision requirements include ability to adjust focus, depth perception, peripheral vision, color vision, close and distance vision. The employee is occasionally required to lift up to 50 pounds.

Selection Process

Apply online at: www.crpdp.org/jobs (follow link to www.calopps.org, Member Agency: Conejo Recreation & Park District)

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Cover letters and resumes must be submitted online as attachments with the fully completed application.

Park Superintendent continued . . .

Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

All applicants will receive a written response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

Position subject to pre-employment physical