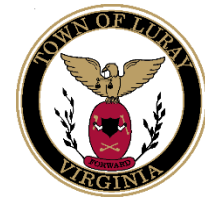




**TOWN OF LURAY**  
**CAREER OPPORTUNITY**  
**SUPERINTENDENT**  
**PARKS & RECREATION**



Salary: \$55,000 - \$95,000

The Town of Luray is seeking an outstanding individual to serve as our next Superintendent of the Parks & Recreation Department. You will supervise full-time and part-time staff to construct, maintain, and enhance the Town park facilities. You will also coordinate various park services and programs, plan Town events, and improve the lives of our citizens and visitors. This is a full-time, exempt position that needs flexibility in work schedule to accommodate weekend and evening events. Prior experience in Parks & Recreation, grant writing, and event coordination is desired. Possession of a Commercial Drivers License is also desired. Certification as a Sports Field Manager or as an Arborist, or certified Environmental Facility accreditation is required within twelve (12) months of hiring.

Position is open until filled with first application review Wednesday, September 26, 2018.

If you are an outdoors, hands-on, people person, we might be looking to work with you!

Applications available:

[www.townofluray.com](http://www.townofluray.com)

or

Town Hall

45 East Main Street

Luray VA 22835



## TOWN OF LURAY JOB DESCRIPTION

**POSITION:** Superintendent of Parks & Recreation  
**SALARY RANGE:** \$55,000 to \$95,000 **FSLA:** Exempt

### JOB SUMMARY

This supervisory position manages, directs, and coordinates the development and construction of improvements to and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Town Manager.

### ESSENTIAL JOB FUNCTIONS

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.*

- Assesses and prioritizes necessary work for Department.
- Supervises, directs, and evaluates assigned staff to complete necessary work.
- Develops and oversees staff work schedules to ensure adequate coverage and control of work completion.
- Coordinates training and staff development to ensure efficient and safe completion of work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Plans, directs, and participates in parks and trail maintenance, as well as snow removal.
- Establishes operating policies, procedures, goals, and objectives.
- Reviews and recommends approval of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Prepares operating budget.
- Manages weekly timesheet and activity reporting
- Manages purchasing for Department operations.
- Responds to public inquiries related to Parks & Recreation operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of current construction practices and equipment used in park development, construction, and maintenance activities.
- Thorough knowledge of current regulations for forestry, landscaping, horticulture, and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

### EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited college with major course work in horticulture or park planning, supplemented by ten (10) years progressively responsible experience in parks and recreation operations and administration.

### WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.



## TOWN OF LURAY JOB DESCRIPTION

### **SPECIAL REQUIREMENTS**

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. Certified Sports Field Manager or Environmental Facility Certification accreditation or certification as an Arborist within twelve (12) months assuming the position is required.