

PARKS & RECREATION

RECREATION SUPERINTENDENT (FULL-TIME \$20.00 Per Hour) - The City of East Ridge is accepting applications for the position of full-time Recreation Superintendent.

Minimum Qualifications: Applicants must be at least 18 years old; possess a high school diploma or equivalent and possess a valid driver's license. Applicants must have a minimum of (5) years supervisory experience in a team environment. Applicants must be able and willing to use technology such as a computer and a smartphone.

Ideal Qualifications: Preferred candidates will have at least (8) years supervisory experience in a team environment and at least (5) years experience in facilities and operations management. The ideal candidate will have significant experience working in the field of Parks and Recreation. Preferred candidates will be proficient in the use of computers, software such Microsoft Word and Excel, email, calendars, smartphone, text and apps. The ideal candidate will have experience with budgeting and planning as well as scheduling facility maintenance. Candidates applying for this position should have significant experience working with a maintenance staff. Preferred candidates will have significant experience with facility renovations and / or new construction. Previous experience with employee payroll is preferred.

Job Summary: This position is responsible for planning, supervising, maintaining and evaluating best practices for the day to day facility operations of the Parks and Recreation Department to include Camp Jordan Park, Camp Jordan Arena, Community Center, Pioneer Frontier Park and East Ridge High School Athletic Facilities. The position is also responsible for supervising and scheduling a crew of park employees, spot checking high traffic areas, ordering supplies, setting up and breaking down arena events to include trade shows and indoor soccer, developing a routine maintenance task schedule for park grounds and maintaining a weed and fertility program for athletic fields and Camp Jordan Parkway. This position manages field operations and project development and implementation activities, which includes performing field inspections; assessing field and structural conditions; developing and implementing projects to maintain standards; monitoring project progress; and performing other related activities.

Additionally, the ideal candidate will be able to prepare and monitor the progress of work orders with park operation staff, maintain playground safety, assist with ADA compliance, assist with the overall vision and implementation of the department's master plan and assist the Parks and Recreation Director with special project initiatives. The successful candidate will be able to organize and prioritize the workload as well as coordinate and oversee immediate and long-range planning efforts to meet community needs for open space, recreation programs, facility development, and personnel.

The ideal candidate must be socially capable of communicating with the general public in a helpful, courteous and professional manner. Additionally, the ideal candidate must be able to work in a team environment. Must be able to pass a physical, drug screen and lift 50 pounds. Other duties deemed necessary for the efficient operation of the Parks and Recreation Department. Work schedule is typically Monday – Friday 7:00am – 3:30pm; however, schedules may be adjusted to include nights and weekends when necessary. **Closing date July 31, 2019 5:00pm.**

Applications can be sent to **Ms. Trish Perry, Human Resources Manager, 1517 Tombras Avenue, East Ridge, TN 37412** tperry@eastridgetn.gov .

No phone calls please.

The City of East Ridge is an Equal Opportunity Employer