

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Superintendent, Farmstead	BAND/LEVEL:	Mgmt II
DEPARTMENT:	Recreation Services	JOB NO:	2700
DIVISION:	Golf Course	DATE:	3/25/12
REPORTS TO:	Manager, Golf Course Operations	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 531

REPLACES: Superintendent, Farmstead

DATE: 7/29/04

JOB SUMMARY STATEMENT:

Supervises maintenance and operation of City's Farmstead. Recruits, hires, trains and supervises key staff positions. Develops programs based on community interest and desires. Develops and establishes farmstead capital improvement programs. Establishes and monitors operating and improvement budget. Ensures health and safety of animals and visitors. Develops and implements operating policies and procedures necessary to operate the farmstead.

DUTIES AND RESPONSIBILITIES:

1. Manages the Farmstead to ensure high quality facilities and programs for the citizens of Overland Park and surrounding communities. Inspects Farmstead conditions; establishes work plans; selects chemicals, fertilizers, varieties of turf cultivars, plant materials, and animals to be used at the Farmstead.
2. Establishes and monitors Farmstead operating program that provides prompt, courteous, and efficient service, and high quality, reasonably priced food, educational and recreational experiences, guided tours and summer enrichment programs. Evaluates and surveys operations. Implements positive modifications to services and programs. Selects, trains, and supports independent contractors to help achieve program goals and objectives.
3. Establishes an operating program that will provide for active promotion of the farmstead. Analyzes various segments of visitor population and develops goals and objectives to attract and promote each specific type/group to the Deanna Rose Children's Farmstead.
4. Recruits, interviews, selects and trains key employee positions and maintenance personnel. Maintains industry and college contacts.
5. Establishes, organizes, and maintains Farmstead capital improvement program. Prioritizes Farmstead improvements, budgets for improvements, schedules projects, and coordinates workload.
6. Establishes, manages, and monitors Farmstead operating budget. Estimates and anticipates labor demands, supplies, materials, equipment, and capital project needs. Recommends fee structure to generate sufficient revenues to meet revenue projections. Complies with administrative policies on budgeting and purchasing.
7. Provides direct supervision to Farmstead full-time staff. Conducts weekly staff meetings, facilities inspections, discusses standards of performance, conducts performance evaluations, and works with key employees on an ongoing basis.
8. Directs, supervises and/or performs repair and new construction and landscaping projects. Draws simple construction plans; meets with architects and obtains technical, detailed drawings; assists with actual construction or repair project using plumbing, carpentry, electrical and masonry skills.
9. Directs, supervises and/or performs animal care such as worming, trimming hooves, beaks and talons and giving vaccinations and other injections as needed. Observes animals to detect illnesses and injuries. Consults with veterinarian to determine type of medication or treatment needed.
10. Prepares specifications sufficient for formal bid processes, prepares bid documents, sets and secures bid dates, analyzes incoming bids and selects or recommends qualified bidder per purchasing and budget guidelines. Prepares and processes purchase orders. Ensures compliance with City purchasing policies.

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11. Meets with all City organizations, public groups, master gardeners and provides general information to public through informal and formal speaking engagements and training seminars.
12. Establishes, manages and monitors Farmstead volunteer program that provides staffing for the Farmstead.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in animal husbandry, zoology or a related field, or a combination of formal education and experience. Possession of a valid driver's license. Ability to obtain a Commercial Driver's License and a pesticide applicator's license for the State of Kansas within two months from date of hire. Must maintain an insurable driving record.

EXPERIENCE:

Three to five years of increasingly responsible experience in horticultural or animal care operations and maintenance work including supervisory experience, or an equivalent level of experience.

SKILLS:

1. Excellent oral and written communication skills
2. Organizational skills
3. Good listening skills
4. Computer skills, word processing, spreadsheets, desktop publishing and database
5. Manual dexterity
6. Basic math and accounting skills
7. Presentation skills
8. Basic mechanical skills
9. Basic construction skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City, state and federal regulations
2. Ability to analyze complex problems and recommend possible solutions
3. Ability to work under distracting conditions
4. Ability to prioritize work
5. Mechanical aptitude
6. Ability to train and guide others
7. Ability to exhibit sound judgement
8. Ability to recognize and comprehend confidential information
9. Ability to compute basic math and apply basic accounting procedures
10. Ability to exhibit diplomacy and judgement when dealing with City employees and the general public

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Ability to operate City vehicles and equipment
3. Ability to lift 50 pounds and transport 25 feet
4. Ability to stand, lift, bend, push, pull, and walk for extended periods of time

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5. Exposure to extreme environmental conditions
6. Exposure to chemical liquids, powders and fumes
7. Visual acuity to identify turf and animal variations and abnormal conditions

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct - Supervisor, Maintenance & Construction
- Supervisor, Public Programs
- Supervisor, Concession Operations
- Supervisor, Animal Care
- Supervisor, Educational Programs
- Volunteer Coordinator

Indirect -Full-time, part-time, temporary and volunteer staff

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.