

NEW POSITION OPENING
CITY OF BERESFORD, SD
PARKS AND SWIMMING POOL SUPERINTENDENT

The City of Beresford, SD is accepting application for a Superintendent for the city's parks and swimming pool.

This full-time position is responsible for regular upkeep, repair and maintenance of the city's parks and swimming pool.

A complete job description and position profile is available by calling 605-763-2008 or can be found at www.beresfordsd.com.

Salary is negotiable depending on experience and qualifications. An excellent benefit package is provided.

Please submit letter of interest, resume, three professional references, three personal references and salary history to City of Beresford; City Administrator, 101 N. 3rd St., Beresford, SD 57004, by March 10, 2023. Equal Opportunity Employer.

CITY OF BERESFORD POSITION DESCRIPTION			
Parks and Swimming Pool Superintendent			
DEPARTMENT Parks and Swimming Pool	DIVISION	SUPERVISOR City Administrator	CLASSIFICATION Full Time

DEFINITION:

The Superintendent of the parks and swimming is responsible for performing a wide range of managerial and administrative tasks required to establish and maintain the efficient operation of the City's parks and swimming pool. The position is responsible for the operating budget, personnel management tasks, employee relations, analysis and evaluation of operations, and promoting community relations. Ensures that the park and swimming pool activities, policies and procedures are consistent with those of the City.

ESSENTIAL FUNCTIONS OF THE JOB:

- Plan, organize, coordinate, supervise and participate in the maintenance and operations of the City's Park and swimming pool facilities and grounds
- Train, supervise and evaluate the performance of assigned staff; prioritize, assign and oversee facilities and grounds maintenance activities; coordinate the work for special projects and activities
- Plan, implement and coordinate capital improvement projects; obtain price quotes and order materials according to established procedures; participate with work projects as necessary.
- Prepare preliminary operations and maintenance budget.
- Supervise and participate in maintenance activities of parks and pool buildings, signs, fences, turf and other facilities; treat turf diseases, weeds and insects.
- Supervise and participate in the maintenance and operations of various park equipment; arrange for repair and maintenance of equipment as necessary. Keep accurate records detailing maintenance activities.
- Oversee operation of the Beresford Municipal Swimming Pool in coordination with the Swimming Pool Manager.
- Keep staff informed on the safe and efficient use of materials, equipment, and methods necessary for the care and keeping of the parks system.
- Maintain effective working relationships with other City employees and the general public.

- Instructs equipment operators on the operations and care of mowing and other equipment; supervises pesticide applications and/or operates and calibrates pesticide application equipment; supervise and participates in the operation and maintenance of pumps, and in the maintenance of irrigation and drainage systems.
- Maintain an inventory of small tools, equipment, and supplies.
- Recommends hire of full-time and seasonal staff to City Administrator and City Council.
- Will develop and maintain a long-range plan for parks and pool improvements.
- Seek out and apply for grants related to parks and recreation when available
- Assists other City departments and performs related work as required.
- Perform related duties as assigned.

ADDITIONAL FUNCTIONS OF THE JOB:

- Employee must be capable of operating a variety of equipment relative to this position which shall include but may not be limited to: all turf equipment and tools, irrigation systems and tools, hand tools, power tools, computers, calculators, printers, radios and telephones.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of maintenance practices related to parks, pools, facilities and swimming pool operations.
- Methods, materials and practices of applying fertilizers, pesticides and herbicides to control weeds and pests.
- Principles and practices of supervision and training.
- Budget preparation and control.
- Methods and materials used in controlling pests, insects and weeds.
- Health and safety regulations and procedures.
- Plan, organize, coordinate and supervise the maintenance and operations of the city's parks, pool, facilities and grounds.
- Plan and implement capital improvement projects
- Train, supervise and evaluate personnel.
- Maintain current knowledge of technological advances in the field.
- Meet schedules and time lines.
- Analyze situations accurately and adopt an effective course of action
- Operate hand and power tools and other equipment used in grounds maintenance.
- Plan, organize and schedule grounds keeping activities and personnel.
- Work courteously and tactfully with customers and employees.
- Knowledge of chemicals used to keep pool clean and safe for swimming.
- Ability to work outdoors and in shop environment; fumes, dust, pollen, and noise from equipment operation.
- Ability to work flexible schedule which could include nights and weekends

REQUIRED LICENSES AND CERTIFICATIONS:

- Valid South Dakota driver's License
- South Dakota applicator's license or ability to obtain within 2 months of employment
- Certified Pool Operators Certification or ability to obtain within 2 months of employment

DESIRABLE TRAINING AND EXPERIENCE:

Possession of a bachelor's degree or associates degree in horticulture, turf management or golf course maintenance or a closely related field with increasingly responsible work experience in park and swimming pool management or an equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work a flexible schedule to meet the needs of the parks and swimming pool operation.

Employee Signature

City Administrator

Date

Date

The City of Beresford is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities.

City of Beresford

Employees Benefits

Wellmark Blue Cross/Blue Shield:

- Wellmark SZF/TFL – (HSA): City Pays Single 100%; Employee/Spouse \$294.41 Employee/Child \$250.87; Employee/Family \$581.24. With this plan you have the option to set up HSA account through First Dakota Bank.
- Wellmark SZ5/TFB: Single Employee pays \$199.00; Employee/Spouse \$701.96; Employee/Child \$627.58; Employee/Family \$1191.96.

South Dakota Retirement:

- 6% of wage matched by City
- 8% of wage matched by City (Police only)

Kansas City Life Insurance & Employee Assistance Program (EAP):

- City provides all full-time employees with \$10,000 term life insurance policy
- City provides all full-time employees who elect the \$10,000 term life insurance policy gets access to the Employee Assistance Program (EAP)
- The cost is shared 50/50 between the City and the Employee
- A deduction of \$2.55 will come from the 1st paycheck of each month.

AFLAC:

- American Family Insurance Company has various packages to choose from at the employee's expense
Enrollment/change date is May 1st of each year.

Colonial Life

- Colonial Life has various packages to choose from at the employee's expense
Enrollment/change date is January 1st of each year.

Sick Leave:

- Sick leave begins accruing the 1st month of employment at a rate of 8 hours per month, or 12 days per year.
 - Ex: John Doe starts 12/21/20, he won't accrue the leave on his paystub until 2/1/2021; one month of work and then the next 1st of the month.
- Police Officers earn 12 hours per month, or 12 days per year
- Sick leave may be used for: illness, medical, dental or optical exams or treatment, when a member of the Immediate family is ill or has a medical appointment.
- Immediate family consists of spouse, children, mother or father, mother-in-law or father-in-law.
- Four days sick leave may be used when employee's wife is having a baby or adopting a child.
- Sick leave may be used for funerals or relatives as follows:
Mother, Father, Spouse, Child – 5 work days
Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship – 3 work days

Personal Leave:

- 32 hours a year can be used as personal time off. This time is deducted from employee's sick leave hours. If not used, it will remain in their sick leave bank.
- Police Officers ONLY: 48 hours may be used per year as personal leave.

Vacation:

- Vacation leave credits begins accruing the 1st month of employment, but cannot be used or paid until employee is off probation.
 - Ex: John Doe starts 12/21/20, he won't accrue the leave on his paystub until 2/1/2021; one month of work and then the next 1st of the month.
- Employees with 0-3 years of service are allowed 80 hours of vacation per year; 4 to 6 years of service receive 120 hours of vacation per year; 7+ years receive 160 hours vacation per year.
- POLICE employees with 0-3 years of service are allowed 92 hours of vacation per year; 4-6 years of service receive 138 hours of vacation per year; 7+ years receive 184 hours of vacation per year.
- Vacation may not be accumulated more than 2 times the annual leave amount, unless special permission is given by the council.

Longevity Pay:

- Upon completion of five to nine years of full-time employment, employees shall receive an additional \$0.06 per hour to their hourly rate for longevity pay.
- Upon completion of ten to fourteen years of full-time employment, employees shall receive an additional \$0.12 per hour to their hourly rate for longevity pay.
- Upon completion of fifteen to nineteen years full-time employment, employees shall receive an additional \$0.18 per hour to their hourly rate for longevity pay.
- Upon completion of twenty or more years of full-time employment, employees shall receive an additional \$.24 per hour to their hourly rate for longevity pay.

Union:

- Fee depends on hourly wage
- Department heads are not eligible for Union Membership

Holidays:

New Year's Day	Thanksgiving Day	Christmas Day
Labor Day	Memorial Day	Veteran's Day
Martin Luther King Jr.	Friday after Thanksgiving	Floating Holiday
President's Day	Independence Day	

- When a holiday falls on a Sunday, the following Monday will be considered the holiday.
- When a holiday falls on a Saturday, the preceding Friday shall be considered the holiday.
- When an employee works on a holiday, employee will be paid regular holiday pay plus double time for the number of hours worked (hourly paid employees only)
- Shift employees only: holiday pay will be paid for the **Actual Holiday**, regardless of what day the holiday falls on (Saturday or Sunday)
- Floating Holiday: F/T employees will receive 8 hrs.; Police 12 hrs. for any day of their choosing. If not used by December 31st of that year it will not carry over to the next year

Paychecks:

- Paychecks are issued on a bi-weekly basis and distributed or automatically deposited in your bank account to employees on Friday.
- Aflac is deducted from every paycheck
- Colonial Life is deducted from every paycheck
- Health insurance is deducted from each paycheck (if there are 3 pay-periods in the month, insurance will not be deducted from the 2nd paycheck)
- Union Dues are deducted from each paycheck (if there are 3 pay-periods in the month, dues will not be deducted from the 2nd paycheck)
- Kansas City Life is deductive from the 1st paycheck.