



# EMPLOYMENT OPPORTUNITY

Human Resources Division  
City of Brooklyn Park  
5200 85<sup>th</sup> Avenue North • Brooklyn Park, MN 55443  
Phone: 763-424-8000 • Fax: 763-493-8391 • TDD:763-493-8392  
[www.brooklynpark.org](http://www.brooklynpark.org)

## Full-time **PARK MAINTENANCE SUPERINTENDENT** **Operations & Maintenance Department**

**PURPOSE:** Under general supervision and direction of the Director of Operations and Maintenance, this position serves as a division manager working to ensure the successful development, administration and operation of the Park Maintenance division.

**SALARY RANGE:** \$5,758 - \$7,791

**ANTICIPATED HIRING RANGE:** \$5,758 - \$6,775 depending on qualifications

**SCHEDULE:** Full-time exempt position with full-time benefit package; subject to a variety of schedules that include a standard eight-hour workday that may include evening and weekend hours

### **RESPONSIBILITIES:**

- Manage the overall operation of the division
- Develop short/long range plans for the division
- Manage annual budget(s) to include development, administration and coordination
- Supervise division personnel
- Coordinate division training programs
- Perform administrative duties to ensure the success of the division

### **MINIMUM QUALIFICATIONS:**

- Undergraduate degree or equivalent education and experience in park facilities management, public works, public administration or related fields
- Five (5) years of progressively responsible administrative/supervisory experience in park maintenance operations, public works, or a closely related field
- Possess a valid Minnesota Class D driver's license

### **DESIRED QUALIFICATIONS:**

- Three (3) years managerial or supervisory experience in a governmental jurisdiction in the area of park facilities and/or public works
- Previous experience developing and administering annual operating budgets
- Proficient computer program and application skills – prefer experience with Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Possession of a national playgrounds safety certification

**APPLICATION PROCESS:**

The employment and supplemental application forms and a copy of this posting are available at the Customer Service Center in the lobby of City Hall, 5200 85<sup>th</sup> Avenue North, Brooklyn Park, and on the city website at [www.brooklynpark.org](http://www.brooklynpark.org).

All applicants **must** complete a City of Brooklyn Park employment application form, a City supplemental application form, and supply three business/professional references. A resume is also desired.

**SPECIAL NOTE:**

Only those applicants who meet the **minimum** qualifications will be considered. Please read the qualifications carefully and clearly demonstrate how you meet the minimum qualifications in the application.

**CLOSING DATE:**

5:00 p.m. Friday, March 19, 2010

**STARTING DATE:**

As soon as possible

If you need assistance completing an application or need auxiliary aids please notify the Human Resources Division at 763-493-8012 (763-493-8392 TDD).

*The City of Brooklyn Park does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, or disability in our employment or the provision of services.*