

## City of Merriam - Job Description

**Job Title:** Superintendent - Recreation Facilities  
**Department:** Parks & Recreation  
**Reports to:** Director of Parks & Recreation  
**Status:** Exempt  
**Pay Grade:**

### Position Summary

This position supports the City of Merriam's mission by directing the day-to-day facility operations and members services pertaining to Merriam's Recreation Facilities, ensuring high-quality services while promoting the City's values.

### Essential Functions

- Plans, directs, and coordinates Merriam Community Center and Park Facility daily operations, including staff supervision, facility maintenance, safety procedures, rule enforcement, customer service, and cash-handling protocols.
- Plans, directs, and coordinates instructor payments, donation requests, Corporate Memberships, and scholarship initiatives, including oversight of documentation, approvals, and program execution.
- Plans, directs, and coordinates the collection and maintenance of participation statistics to support long-range planning, budgeting, and revenue analysis; recommends fees and charges to meet established revenue goals.
- Plans, directs, and coordinates the maintenance and readiness of outdoor facilities available for public rental, ensuring safety, functionality, and customer satisfaction.
- Serves as the departmental network administrator for Windows-based recreation software and coordinates staff training related to system use.
- Assists in the preparation and monitoring of the department budget and replacement schedule, ensuring sound fiscal control and adherence to best practices.
- Observes and evaluates facility operations; develops, conducts, and analyzes research and surveys to support efficient operations.
- Assists in the development and implementation of department policies and procedures, including facility goals and fee structures.
- Ensures compliance with safety regulations and models appropriate personal safety practices.
- Directly supervises the Recreation Manager – Fitness/Aquatics, Guest Services Manager, and Custodian.
- Indirectly oversees the Recreation Coordinator – Aquatics, Recreation Coordinator – Fitness, and Guest Services Coordinator.
- Assumes responsibility for department operations in the absence of the Director.
- Ensures compliance with department policies, procedures, and City regulations.
- Assists in the promotion, advertising, and marketing of division programming and activities.
- Provides support at the Welcome Desk as needed and performs other related duties as assigned.

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### Education and Experience

- Bachelor's degree in Recreation, Leisure Service, Park Resources or related field (or equivalent experience).
- Minimum five to seven years progressively responsible experience in parks and recreation.
- At least four years of supervisory experience.

### Knowledge, Skills, and Abilities

- Strong leadership in parks and recreation management and facility operations.
- Proficiency in Microsoft Office Suite, window-based recreation software and internet applications.
- Proficiency in human resource management, work organization, staff supervision and analytical skills.
- Knowledge of park maintenance, playground safety, and community center operations.
- Excellent written and verbal communication skills, ability to maintain effective working relationships with employees, officials, and the public.
- Ability to pass a pre-employment drug screening and background check.

### Requirements

- Valid driver's license with an acceptable driving record.
- Certified Parks & Recreation Professional (CPRP) (or ability to obtain).
- Current certification in CPR/AED and First Aid (or ability to obtain).

### Tools and Equipment Used

Modern office equipment; automobile; athletic and recreational equipment.

### Physical Demands

The employee is required to walk, stand, sit, balance, stoop, kneel, crawl, climb, talk, and hear. The employee is required to use hands to operate objects, tools, or controls with moving/vibrating parts, or controls. The employee is regularly required to reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds.

Sufficient vision for close-up work, peripheral awareness, and depth perception with the ability to adjust focus as needed.