



POSITION TITLE: PARKS AND RECREATION SUPERINTENDENT/MANAGER
REPORTS TO: PARKS AND RECREATION DIRECTOR
OPENING DATE: 04/01/2026 CLOSING DATE: 04/10/2026
SALARY: DOQ FLSA STATUS: FULL TIME (NON-EXEMPT)
DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

Parks & Recreation Superintendent/Manager

Position Summary

The Parks & Recreation Superintendent is responsible for the planning, management, maintenance, and enhancement of all City parks, green spaces, and recreational facilities. This position oversees daily park operations, ensures high-quality maintenance standards, and develops strategies to improve park safety, aesthetics, and community use. The Superintendent also plays a key role in budget development, fiscal oversight, and long-term capital planning for park assets.

Essential Duties and Responsibilities

- Oversee the daily operations, maintenance, and appearance of all parks, landscaped areas, and recreational facilities.
 - Develop and implement comprehensive park maintenance programs, including turf management, irrigation, tree care, and facility upkeep.
 - Supervise, train, and evaluate parks maintenance staff and contractors.
 - Conduct routine inspections of park grounds, playgrounds, equipment, and amenities to ensure safety and compliance with applicable standards.
 - Coordinate repairs, improvements, and capital projects related to park infrastructure.
 - Manage park assets, including equipment, vehicles, and inventory.
 - Respond to citizen concerns, service requests, and emergency situations in parks.
 - Collaborate with other departments on special events, facility usage, and long-term planning initiatives.
 - Identify and pursue grant opportunities and funding sources for park improvements.
 - Implement sustainability and beautification initiatives to enhance community spaces.
 - Reports to the Parks and Recreation Director
 - Performs additional duties as assigned by the Parks and Recreation Director
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Budget & Fiscal Management

- Develop, administer, and monitor the annual operating and capital budgets for park maintenance, groundskeeping, and facility operations.
 - Prepare budget forecasts, cost estimates, and long-term financial plans for park improvements and sustainability initiatives.
 - Track expenditures and ensure all spending remains within approved budget allocations.
 - Review and approve purchases of equipment, materials, and contracted services related to park operations.
 - Identify cost-saving opportunities while maintaining high standards for park maintenance and safety.
 - Oversee procurement processes in accordance with City policies and applicable regulations.
 - Manage vendor contracts and service agreements for landscaping, irrigation, and facility maintenance.
 - Assist in the development and administration of capital improvement projects (CIP) related to parks and recreational facilities.
 - Research, apply for, and administer grants and alternative funding sources to support park enhancements.
 - Prepare financial reports, justifications, and presentations for leadership and governing bodies.
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Knowledge, Skills, and Abilities

- Strong knowledge of park maintenance practices, landscaping, horticulture, and irrigation systems.
 - Knowledge of playground safety standards and park-related regulations.
 - Ability to plan, organize, and supervise multiple projects and staff simultaneously.
 - Strong leadership, communication, and problem-solving skills.
 - Ability to manage budgets, prepare reports, and maintain accurate records.
 - Skilled in the use of maintenance equipment and asset management systems.
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Minimum Qualifications

- Bachelor's degree in Parks & Recreation Management, Horticulture, Public Administration, or a related field (preferred).
 - Minimum of five (5) years of progressively responsible experience in park management, maintenance, or related field, including supervisory experience.
 - Valid driver's license.
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Preferred Qualifications

- Certification such as Certified Park and Recreation Professional (CPRP) or Certified Playground Safety Inspector (CPSI).
 - Experience with municipal park systems and capital improvement projects.
 - Knowledge of grant administration and environmental sustainability practices.
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Physical Requirements

- Ability to work outdoors in varying weather conditions.
 - Frequent walking, standing, bending, lifting (up to 50 lbs), and operating equipment.
 - Ability to respond to emergencies outside of regular working hours.
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Work Environment

Work is performed in both office and outdoor park settings. Exposure to heat, humidity, noise, and environmental elements is expected.

HOW TO APPLY:

City application available for download: www.floridacityfl.gov/human-resources

Send completed resume submittal to the email address below:

City of Florida City

Attn: Human Resources

404 West Palm Drive

Florida City, Fl 33034

305-247-8221

pdirector@floridacityfl.gov