



NATRONA COUNTY JOB DESCRIPTION

TITLE: Deputy Superintendent of Roads, Bridges, Parks	EMPLOYMENT STATUS: AT-WILL EMPLOYEE FLSA Exempt / Regular Full Time Employee Regular hours worked – 40/week
DEPARTMENT: Roads, Bridges, Parks	
SUPERVISOR: Superintendent of Roads, Bridges, Parks	
Revised: 9/1/2020 THIS JOB DESCRIPTION MAY BE CHANGED WITHOUT PRIOR NOTICE.	

SUMMARY:

The Deputy Superintendent of Roads, Bridges, and Parks provides assistance to the Superintendent with planning and coordinating activities and operations of the Parks and Recreation division of the Road and Bridge Department including development, rehabilitation and upgrading of park properties; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible administrative support to the Roads, Bridge and Parks Superintendent.

ESSENTIAL FUNCTIONS:

1. Assists with planning daily and long-term maintenance or development requirements for the Park systems including campgrounds, cabin lots, trailer parks, picnic areas, and marinas, cross country ski areas, club facilities, archery range and/or museums and other facilities as required.
2. Provides direct support and assistance to the Road, Bridge and Parks Superintendent; makes recommendations to the Superintendent.
3. Performs cost accounting and daily data entry within the departmental maintenance system.
4. Requisitions materials and supplies for the operation and maintenance of the parks and keeps records of income and expenditures;
5. Supervises, and monitors the performance of assigned personnel.
6. Monitors the progress and quality of work performed by crews.
7. Inspect and monitor the maintenance of the Park systems.
8. Responds to complaints and requests for maintenance; contacts the public and user groups to discuss specific needs and/or issues.
9. Oversee and coordinate special projects; select consultants and assist with negotiating contracts.
10. Develops and maintains data systems and records to track the process and progress of each project for proper evaluation, control and documentation to ensure compliance with City, State, County, and Federal requirements.
11. Conducts field inspections to collect data, verify existing/actual conditions, and monitor conformance with plans/specifications.
12. Assists in administering special project contracts for services in compliance with established guidelines; ensure contracted services are provided in an effective and efficient manner.
13. Assists with the development and administration of the budget; and the forecasting of funds needed for staffing, equipment, materials and supplies.
14. Explain, justify and defend Department programs, policies and activities and resolve sensitive and controversial issues.



15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks and recreation.
16. Creates presentation materials; authors written and oral reports; prepares complete reports on time with supporting conclusions and recommendations as directed by the Superintendent.
17. Respond to and help resolve difficult and sensitive citizen inquiries and complaints.

NONESSENTIAL FUNCTIONS:

1. Serve on various boards and committees as appointed or assigned
2. Attends committee and County meetings for other department and outside agencies as needed.
3. Perform other duties as assigned or required.

PHYSICAL & MENTAL DEMANDS:

1. Positions in this class require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.
2. Office environment and equipment, exposure to the outdoors, and extensive contact with the public
3. Essential and marginal functions may require maintaining physical condition necessary for walking, hiking, cycling and XC skiing on County trails; standing or sitting for prolonged periods of time; some public speaking and interaction; and use of a desktop computer, keyboard and monitor(s)
4. Work independently with little supervision and exercise initiative and sound judgment.
5. Establish and maintain effective working relationships with other county employees, representatives of other agencies and organizations, and members of the community.
6. Be flexible in assigned jobs or duties on a daily basis
7. Prioritize and triage work tasks daily

EDUCATION AND EXPERIENCE

1. Bachelor's Degree in Parks and Recreation, Public Administration, Construction Management, Engineering, or related field.
2. Must be at least 18 years of age.
3. Minimum five years of increasing responsibility experience in public works operations and two years supervisory experience; five years progressively responsible administrative and supervisory experience in parks and recreation program development and implementation; OR an equivalent combination of education and experience

LICENSES AND CERTIFICATIONS

1. Valid, unencumbered Wyoming Drivers' License



KNOWLEDGE AND SKILLS

1. Principles and practices of public works administration, Parks and Recreation areas, activities and programs, civil engineering, construction, maintenance and repair of facilities and equipment
2. Regulations, standards and codes governing departmental and facility operations
3. Departmental budget preparation and administration including funds allocation and expenditures; purchasing policies, procedures and requirements generally and specific to Wyoming governmental entities such as project bidding requirements
4. Public meetings and public records requirements; BOCC authorization requirements
5. Standard computer software applications MS Word, Excel, Outlook, GIS, Adobe, etc
6. Supervisory principles, practices and methods
7. Directing and overseeing public works and parks operations
8. Developing and implementing departmental plans, goals, policies and procedures
9. Managing park operations and administering BOR agreements
10. Establishing and maintaining effective working relationships with others
11. Developing and administering budgets and monitoring expenditures
12. Supervising, leading and delegating tasks and responsibilities

Employee Name

Signature

Date