

Job Description: Assistant Superintendent of Parks and Recreation

- Report directly to the Parks Superintendent
- Assist in managing Full and Part-time employees.
- Create employee schedules.
- Assist in planning and executing all events and programs.
- Oversee the use and rentals of all facilities.
- Oversee the maintenance of all equipment and facilities.
- Assist in overseeing special projects for the Parks and Recreation department.
- Oversee Aquatic Center Maintenance
- Schedule, oversee, and assist in the cleaning up of delinquent yards
- Maintain CPO certification.
- Mediate employee conflicts.
- Handle all major purchases.
- Attend Town Council meetings if Superintendent cannot.
- Administrative tasks as assigned by Superintendent.
- Maintain good relationships with local businesses and town residents.
- Be a catalyst in growing programming and services for the Town of Edinburgh.
- Assist in any area that is understaffed.