

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Superintendent-Planning, Development, & Botanical Conservatory	Department:	Parks & Recreation
Requisition Number:	2024		
Hours:	40 hours per week	Rate of Pay:	\$45.3439 per hour
Date Posted Up:	10/15/2024	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Deputy Director – Planning and Development, the incumbent leads and/or assists and conducts the review, planning, concept and schematic design, construction detailing, and cost/quality management, development and/or redevelopment of the exterior spaces and physical environments, for landscaping and associated projects of the parks and recreation facilities of the Board of Park Commissioners. The incumbent directs and oversees all operations of the Botanical Conservatory. The incumbent is expected to work closely and in concert with the Deputy Director – Parks Maintenance, Superintendent – Landscape and Horticulture, Superintendent – Grounds and Improvements, Manager VI – Botanical Conservatory, Supervisor V –Conservatory Horticulture, Supervisor- Conservatory Facility, Supervisor – Conservatory Programming, Supervisor – Conservatory Business and Development and their respective staffs to help achieve a balance of creative aesthetic vision and practical functionality and maintenance. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Designs and implements hard and/or soft landscape projects, including new parks, play areas, open spaces and recreation areas, and riparian areas with minimum supervision, to the highest possible standard, including but not limited to schematic designs, construction details, and cost estimates;
- Works closely with other divisions and sections of the department to provide an integrated system wide approach to beautification and design of the park system;
- Determines needs and creates and prepares landscaping plans for new projects, renovations, and renewal projects including botanical identification characteristics, valuation and selection criteria;
- Directs and oversees planning of Conservatory operations, programs and communications;
- Directs, oversees and provides leadership for Conservatory professional and volunteer staff in the areas of horticulture, education, programming, visitor services, volunteers, facility rental, marketing, development, fund raising and interpretation
- Oversees development of Conservatory policies, operating budget, annual report, facility fees, procedures, master plan and grant-funded projects
- Provides guidance and recommendations to ensure that cultural landscape components of the park system are studied and considered;
- Provides guidance and recommendations for the siting of buildings or building modifications, as appropriate to the overall environmental and aesthetic needs of the department;
- Conducts and/or assists in pre-construction conferences and overview orientation of final project design drawings and specifications with project architects, consultants, and appropriate department and city personnel;

- Initiates and participates in public consultation exercises, provides landscape advice, organizes and attends meetings both internal and external on projects when required;
- Tracks and coordinates project progress and costs; reviews and approves construction pay requests, change order proposals, and other construction contract documents and monitors construction progress through on-site inspection and review and maintains organized and detailed records of projects;
- Assists and/or oversees the work of the technical and construction staff involved in project activities; coordinates and monitors the work of consultants, as appropriate to the project;
- Ensures that landscape works designed and constructed by internal staff, other city departments and private landscaping efforts are to very high standards and suitable to the Board of Park Commissioners to adopt and maintain;
- Designs and prepares landscape plans with minimum maintenance requirements;
- Prepares plans, sketches, color renderings, and perspectives for projects;
- Develops and maintains collaborative problem solving relationships with both internal and external staff, stakeholders and other interested parties;
- Compiles landscape surveys, historical backgrounds, environmental appraisals, and plant surveys using appropriate current IT technology available within the department;
- Researches files, books, documents and maps and writes reports and correspondence;
- Analyzes and records data on computer, site plans and base maps;
- Obtains required approvals and permits and ensures that all projects follow required procedural and review processes;
- Utilizes detailed computer software packages in the execution of projects including AutoCAD, Word and Excel.

MARGINAL FUNCTIONS:

- Performs other duties as required or assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Manages subordinate Manager that supervises employees at the Botanical Conservatory. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) in Landscape Architecture from a four-year college or university; be professionally licensed, or have the ability to be licensed within one year; two to three years related experience and/or training; or equivalent combination of education and experience; Ability to design and prepare landscape plans with minimum maintenance requirements.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- A valid license to practice Landscape Architecture in the State of Indiana.
- Valid Indiana Driver's License if City vehicle is used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Incumbent must monitor progress of various construction and landscape projects in all kinds of weather.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.