

JOB ANNOUNCEMENT



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

PARKS SUPERINTENDENT

FULL TIME-EXEMPT + BENEFITS

DEADLINE FOR APPLYING: Friday, May 14, 2021

North of the River Recreation and Park District (NOR) is a Special District operating under Section 5780 of the California State Code. NOR plans, organizes and conducts a wide variety of park and recreation programs within the designated NOR boundaries. NOR is 215 square miles in size, has a population of 125,000 residents, and encompasses six school districts. Included within our service boundaries are 24 park sites totaling 269.8 developed acres. The major source of revenues for NOR are property taxes, program fees and grants.

HOW TO APPLY: If interested, please submit a District Employment Application, Resume and a DMV printout to the Personnel Office at the District's Riverlakes Administrative Complex, 3825 Riverlakes Drive, Bakersfield, Ca. 93312, in person, by postal mail, fax to (661) 589-9004, or email to egrijalva@norrecreation.org.

BASIC FUNCTION: Responsible for the day-to-day operations of the Parks Division. This includes the management of the District's parks and athletic fields, recreation facilities and buildings to include community centers, swimming pools, and streetscapes and medians. Assists in planning park construction. Responsible for the development and implementation of standards and procedures and establish general direction, goals and priorities. Directs division personnel and budget, represents and makes recommendations for division, presents oral and written reports, and operates computer systems.

STARTING SALARY: \$36.03 - \$39.72 pr/hr
Annual equivalent: \$74,942 - \$82,618

MAXIMUM RATE: \$48.29 pr/hr
\$100,443

QUALIFICATIONS: A Bachelor's Degree from an accredited college or university with a major in park management, landscape horticulture, forestry, public administration, or closely related field. A Master's Degree is preferred. A minimum of 5 years experience of progressively responsible park maintenance work, three of which shall have been in an upper level supervisory capacity directly related to public facility management. Experience should demonstrate the ability to manage and supervise people. Current California pesticide applicator's certificate preferred. Knowledge of principles, methods, and practices of management and park maintenance; facilities, equipment and up-to-date technology; current and future park planning and design; horticultural practices and plant identification; management and supervision; public administration principles and practices; pertinent federal, state and local regulations; budget procedures and practices; related computer applications including word processing, spreadsheet, database and related programs. Ability to administer a comprehensive park maintenance program; review a variety of park construction plans and designs; administer capital improvement projects; administer, supervise and evaluate division personnel; analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action; develop and manage a complex budget; communicate effectively both orally and in writing; make public presentations; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those encountered in the course of work. Must have a valid California Driver's License and driving record must comply with District driving standards. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to assessment from a supervisor.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon the following:

- Must submit to a fingerprint clearance through the Department of Justice
- Must submit to a post offer medical exam and a Drug Screen

- Must submit verification of your identity and citizenship or legal right to work in the United States
- Must have a valid California Driver's License and driving record must comply with District driving standards.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work activities require working within a standard park and recreation environment and working conditions. Must be willing to work outdoors in all weather conditions, including nights, weekends or holidays. Regularly communicate with Board, participants, staff, public and outside agencies. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALITY ASSURANCE: Provide outstanding customer service; interact with customers and co-workers in a positive and courteous manner; as a team member, responsible for the efficient and effective delivery of services.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties.

- **FACILITIES AND GROUNDS ADMINISTRATION:** Directs the maintenance and repairs of parks, athletic and activity fields, horticultural areas and trees, and streetscapes and medians; coordinates the repair, maintenance and routine care of recreation facilities and buildings and aquatic facilities; supervises the installation of structures, apparatus and park equipment; assists in the design and development of new parks and facilities; maintains records and inventories for maintenance management system; develops, recommends and administers procedures, standards and regulations related to the facilities and grounds maintenance; supervises all utility installation and operations including budgeting and billing.
- **PERSONNEL:** Responsible for employee relation functions including, but not limited to managing staff, recommending hiring, scheduling and delegating work assignments, meetings, training and development, and performance evaluations, and reports on potential or actual employee performance problems and recommends any disciplinary action.
- **PURCHASING:** Prepare specifications on supplies, contracts, and capital equipment; report all disposal and receipt of capital equipment; control inventory assigned to the division
- **BUDGET:** prepares and monitors division budget which includes all capital maintenance projects; keeps current and innovative on work methods and standards; and operates a computer system.
- **EQUIPMENT MAINTENANCE:** Provides the guidelines for preventative maintenance and repair and replacement of all District vehicles and mechanical equipment; directs the upkeep, preventative and general maintenance and repair of District facilities, structures, park equipment and furniture; develops five year capital maintenance plan and keeps it current.
- **SAFETY AND SECURITY:** Organizes and controls the issuance and collection of all District keys and alarm cards; supervises the installation, alteration and maintenance of all District locks and alarm systems; directs the execution of safety inspections through daily work activities; maintains communications and telephone equipment.
- **OTHER:** Responsible for conducting and attending any required meetings and training to include monthly Board of Director's meeting; prepares oral and written presentations and reports; adheres to current local, state and federal regulations and laws.
- **SAFETY TRAINING:** Must maintain current CPR and First Aid, Defensive Driver's Education training, Supervisor's Drug Awareness training, Supervisor's Sexual Harassment training and any other required training.

FULL TIME BENEFITS INCLUDE:

- | | |
|---|------------------------|
| ◆ VACATION, SICK AND HOLIDAYS. | ◆ GROUP LIFE INSURANCE |
| ◆ MEDICAL INSURANCE | ◆ TRAVEL INSURANCE |
| ◆ DENTAL INSURANCE | ◆ DISABILITY INSURANCE |
| ◆ VISION INSURANCE. | ◆ WORK-LIFE BALANCE |
| ◆ CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CAL-PERS) | ◆ EMERGENCY TRAVEL |
| | ◆ SOCIAL SECURITY |



AN EQUAL EMPLOYMENT EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Drive, Bakersfield, Ca, 93312 (661) 392-2000 www.norfun.org

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NOR Recreation &
Park District

SUPPLEMENTAL QUESTIONNAIRE

PARKS SUPERINTENDENT

Print Name: _____ **Date:** _____

1. Discuss in detail your experience in the Parks and Recreation field including the size of your current organization, the number of recreation centers, aquatic centers, and parks, and your position in the organizational structure.

2. Describe your experience in developing and using park standards to provide clean, safe and well maintained parks.

3. Describe your experience developing, administering, and monitoring an annual operating budget including how you plan staffing, equipment and materials needs.

4. What experience do you have training staff in work efficiencies, safety, and performance goals?

5. Explain your knowledge of irrigation systems and water use efficiencies and conservation.

6. What is your position on the maintenance of heavily used sports fields and diamonds?

7. What tools have you developed to assist you in evaluating an employee's work performance.

8. As part of your duties, you would be assisting the Recreation Division to prepare and set up for special events, programs, leagues and activities. Describe your experience providing these services in the past.



PERSONNEL OFFICE
3825 Riverlakes Drive, Bakersfield, California 93312
Office (661) 392-2000 www.norfun.org

POSITION APPLYING FOR:

APPLICATION INSTRUCTIONS

1. Your further consideration for the position will depend upon the accurate information you provide on this application regarding your ability to meet or exceed the minimum requirements of the position. **This application must be filled out completely.** Incomplete or illegible applications will be rejected. Applications must be received in the Personnel Office no later than the date and time noted in the job announcement.
2. Notify the Personnel Office immediately if you have a change of address, phone, or employer.
3. You must submit any documents required with your application, (i.e.; typing certificate, DMV printout). Any material submitted during the application process becomes the property of NOR unless otherwise specified in the job announcement. Applicants who wish to retain copies must make their copies prior to submitting the materials.
4. **RESUMES may be added, but may not be substituted for completion of this application.**
5. Please complete the Applicant Data Record. Avoid any other reference to religion, race, nationality or any other legally protected status.
6. A separate application is required for each position.
- 7.

01/2018

PERSONAL INFORMATION

NAME: _____	APPLICATION DATE: _____
ADDRESS: _____	
Number Street	City
State	Zip Code
HOME PHONE: _____	BUSINESS/MESSAGE PHONE: _____
CELL PHONE: _____	E-MAIL: _____

The best number to reach you would be (check any that apply): Home___ Cell___ Business___ E-mail___

Are you currently employed?	Y <input type="checkbox"/> N <input type="checkbox"/>	May we contact your current employer?	Y <input type="checkbox"/> N <input type="checkbox"/>
HOW DID YOU HEAR ABOUT THIS JOB OPENING?			
<input type="checkbox"/> Friend/Relative: _____	<input type="checkbox"/> District Website	<input type="checkbox"/> Walk-in	
<input type="checkbox"/> Other internet site	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other (please specify): _____	
What date are you available to work: _____ Are you available to work Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> If unavailable for full time, please explain:			
What days and hours are you available to work?			
Have you ever applied to, work, or volunteered with NOR?			Y <input type="checkbox"/> N <input type="checkbox"/>
(check all that apply) Applied <input type="checkbox"/> Worked <input type="checkbox"/> Volunteered <input type="checkbox"/>			
<i>If yes; state dates, positions and reason for leaving.</i>			
List any different name(s) used:			
Do you have any friends or relatives working for NOR?			Y <input type="checkbox"/> N <input type="checkbox"/>
<i>If yes, state name(s) and relationship:</i>			
If hired, would you have a reliable means of transportation to and from work?			Y <input type="checkbox"/> N <input type="checkbox"/>
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <i>If no, describe the functions that cannot be performed.</i>			Y <input type="checkbox"/> N <input type="checkbox"/>
<small>(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)</small>			
Are you at least 18 years old? (if under 18, if hired, you will be required to provide a work permit)			N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>
Are you legally eligible to be employed in the United States? (proof of identity and eligibility will be required upon employment)			Y <input type="checkbox"/> N <input type="checkbox"/>

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without regard to sex, marital status, race, age, creed, national origin, color, religion, mental or physical disability, veteran status, medical condition, sexual orientation or any other legally protected status.

EMPLOYMENT HISTORY (A Resume will not be a substitute for completing the information required in this section)

List all present and past employment for the **last 7 years starting with your most recent employer**. Include military service, volunteer activities, student period, or other special activities and also include any periods of unemployment. Incomplete information may exclude you from further consideration.

How many years experience have you had that would qualify you for this position, PAID: _____ UNPAID: _____

If any employment was under a different name, indicate name: _____

1. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

2. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

3. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

4. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

Explain any gaps in work history:

Have you ever been discharged or asked to resign from a job? If yes, explain: _____ **Y** **N**

For additional experience, use an additional sheet of paper with the above information or complete the Additional Work Experience form

EDUCATION, TRAINING, AND EXPERIENCE

High School-highest grade completed: _____ Graduated: Y N GED: Y N Name & location: _____

COLLEGES, UNIVERSITIES, BUSINESS OR TRADE SCHOOLS **LIST ALL APPLICABLE TO THIS POSITION.**

Name, Address, City, State, Zip	Course Of Study	# of yrs completed	Degree Or Diploma OR # of units completed

ADDITIONAL INFORMATION

Other training, skills or experience **RELATED** to the position applied for: (computers, office machines, typing speed, foreign languages, special courses, machinery, etc...)

Professional License, Certificates, or Memberships **RELATED** to position: (Title/Registration #/Expiration Date)

Have any of the licenses or certificates listed above ever been revoked or suspended?

Y N

If yes, state reason(s), date of revocation or suspension and date of reinstatement:

State any additional information you feel may be helpful:

REFERENCES *List three persons not related to you who have knowledge of your work performance.*

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

PERSONNEL USE ONLY:

APPLICANT'S STATEMENT

Please read carefully and sign below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the District. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District's designated representative.

I understand, also, that I am required to abide by all rules and regulations of the District throughout my employment. In addition, I understand that a job offer would be contingent upon the following: I must submit proof of U.S. citizenship or legal right to remain and work in the United States and a criminal records check will be required through fingerprinting. I may be required to pass a physical examination and / or alcohol and drug screen.

APPLICANT SIGNATURE: _____ **DATE:** _____

North of the River Recreation and Park District may conduct reference and employment verifications prior to an offer of employment. Please sign the Disclosure Authorization and Release form below. It will be used when former employers request employee authorization prior to releasing employment information.



North of the River
recreation and park district

3825 Riverlakes Drive, Bakersfield, CA 93312 (661)392-2000 www.norfun.org

DISCLOSURE AUTHORIZATION AND RELEASE

RE: REFERENCE CHECK FOR EMPLOYMENT

TO WHOM IT MAY CONCERN:

I have applied for employment with North of the River Recreation and Park District. I hereby consent to the release of any and all information regarding my employment, job performance and any other pertinent information that you may have to any authorized employee, representative, or agent of North of the River Recreation and Park District. This information may be provided either verbally or in writing. This includes, but is not limited to, employment and education records and transcripts which you may possess, whether or not such records or information are confidential, privileged and/or of a derogatory nature.

In addition to authorizing the release of any information regarding my employment, I hereby direct you to release the requested information, records and/or transcripts upon request of the bearer. I understand that the information and records provided are for the official use of the District. I specifically and permanently waive any rights I may have to review or inspect any records, transcripts or information received during the course of the District's investigation.

I hereby release, hold harmless and indemnify you, as the custodian of any such records, my present and former employer(s), the District, and any educational institution which I may have attended, including all officers, agents, employees, representatives, or other personnel of any of those entities both individually and collectively, from any and all liability, damage, suits, actions or claims of whatever kind, that may directly or indirectly result from compliance with this authorization or any attempt to comply with it, by any person or party, whether such information is favorable or unfavorable to me.

A photocopy of this release form shall be as valid as the original. I acknowledge that I am entitled to a copy of this authorization and release of liability.

SIGNATURE:

DATE:



APPLICANT DATA RECORD

DATE: _____ POSITION APPLIED FOR: _____

AGE: _____ Male Female

To further its commitment to Equal Employment Opportunity, the District requests that applicants voluntarily provide the following information. This data will be kept in a confidential file separate from the Application for Employment solely for research purposes only to help us comply with government record keeping, reporting and other legal requirements. All information will be used in accordance with the state and federal regulations. Your cooperation in providing this information is essential to the success of the research and evaluation program.

RECRUITMENT RESEARCH: We would appreciate information on how you heard about this job opportunity in order to help us determine what the most effective recruitment source is. Please check one or more.

- | | |
|--|--|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> School |
| <input type="checkbox"/> NOR Website (norfun.org) | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Other internet site (specify) | |
| <input type="checkbox"/> Newspaper (specify) | |
| <input type="checkbox"/> Friend/relative (name) | |
| <input type="checkbox"/> Employment Agency | |

EDUCATION: (Please check the highest level achieved):

- | | |
|--|--|
| <input type="checkbox"/> Not a HS Graduate | <input type="checkbox"/> College Degree: _____ |
| <input type="checkbox"/> HS Diploma/GED | _____ |
| <input type="checkbox"/> Some College | |

ETHNIC ORIGIN: (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> White / Caucasian | <input type="checkbox"/> American Indian / Alaskan Native |
| <input type="checkbox"/> Black / African/American | <input type="checkbox"/> Asian / Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Filipino | |

APPLICANT NAME: _____
APPLICATION DATE: _____

ADDITIONAL WORK EXPERIENCE

5. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

 May we contact this employer? **Y** **N** **Later**

6. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

 May we contact this employer? **Y** **N** **Later**

7. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

 May we contact this employer? **Y** **N** **Later**

8. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

 May we contact this employer? **Y** **N** **Later**

Explain any gaps in work history:

Additional Information: