

Walkerton Parks & Recreation

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Walkerton Parks Department Superintendent

Position Summary

The Parks Department Superintendent provides leadership and direction for all park operations, facilities, programs, and maintenance activities. The position emphasizes exceptional organizational and communication skills to effectively manage staff, resources, community partnerships, and departmental objectives.

Core Competencies

Organization: Ability to plan, prioritize, coordinate, and manage multiple projects, budgets, schedules, facilities, and staff responsibilities while maintaining accurate records and ensuring accountability.

Communication: Ability to communicate clearly and professionally with employees, Park Board members, volunteers, contractors, community groups, elected officials, and the public, while building positive relationships and resolving issues effectively.

Physical Demands

The physical demands described are representative of those required to successfully perform the essential functions of this position. The employee is regularly required to walk, stand, sit, talk, hear, reach with hands and arms, and operate equipment and tools. The position may require bending, kneeling, crouching, climbing, and lifting or moving objects weighing up to 25 pounds. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment includes both office and outdoor settings. The employee may work near moving mechanical equipment, vehicles, maintenance equipment, and construction activities. Duties may be performed in varying weather conditions, including heat, cold, rain, humidity, and snow. Exposure to dust, fumes, chemicals, and moderate noise levels may occur while performing field work and maintenance activities.

Essential Duties and Responsibilities

- Provide leadership and oversight of all Parks Department operations.
- Supervise, train, develop, and evaluate department staff.
- Manage annual departmental budgets and financial resources.
- Coordinate maintenance, repair, and improvement of parks, buildings, trails, and recreational facilities.
- Prepare reports and recommendations for the Park Board.
- Attend Park Board meetings and Town Board meetings and provide departmental report
- Respond to public inquiries and concerns in a professional manner.
- Promote community engagement and volunteer participation.
- Ensure compliance with applicable local, state, and federal regulations including DNR, Indiana State Department of Health, OSHA and EPA.

Qualifications

- At least 21 years of age.
- Strong leadership, organizational, and communication skills.
- Experience in park management, recreation, facilities management, or public administration preferred.
- Working knowledge of budget practices and principles and ability to prepare and administer annual Department budget
- Proficiency in Microsoft Office applications.
- Valid Indiana driver's license and acceptable driving record.



Walkerton Park Board Member

July 13, 2026

Date