



## **Parks, Facilities, and Project Manager**

---

### **DEFINITION**

Under general direction, direct, supervise, plan, and coordinate the programs and operations of the Parks Division within the Parks and Recreation Department (The Parks Division includes parks, buildings and structures, grounds, weed and pest programs, cemetery operations, and the Pavilion); coordinate assigned activities with other City departments, divisions, and outside agencies; provide project management for parks projects; and provide highly responsible and complex administrative support to the Director of Parks and Recreation.

### **SUPERVISION RECEIVED**

Reports to the Director of Parks and Recreation.

### **SUPERVISION EXERCISED**

Exercises direct supervision over full-time technical, seasonal, and part time staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume management responsibility for the Parks Division including maintenance, landscaping, tree maintenance and care, construction, and contract administration related to City parks, recreation areas, grounds at City facilities, landscape areas, pathways, medians, and other assigned open space areas.

Supervise and participate in the development and implementation of goals, objectives, policies, and priorities for the Parks Division; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Assist parks crews in planting trees and shrubs, pouring concrete, mowing, composting and chipping, snow removal, and other tasks.

Plan, supervise, coordinate, and review the work plan for the Parks Division; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Parks and Recreation; direct the implementation of improvements.

Participate in the development and administration of the Parks Division program annual budget

including the capital projects budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Maintain records on employees, safety inspections and audits, pesticide applications for state and federal review, department work activities, and job justifications.

Serve as a liaison for the Parks Division with other City departments, divisions, and City Boards/Commissions/Committees and outside agencies; negotiate and resolve significant and controversial issues. Attend meetings as required (e.g., City Council, Tree Board, Parks and Recreation Advisory Board, Horse Corral Committee, Green River Arts Council, Overland Stage Stampede Rodeo Committee).

Provide responsible staff assistance to the Director of Parks and Recreation; prepare and present staff reports and other necessary correspondence.

Develop design and construction requests for proposals; direct and review construction requests for proposals and review bidding contracts; oversee and monitor construction.

Assist and supervise the design, layout, and installation of landscapes, athletic fields, courts, and recreation areas; conduct technical reviews of construction drawings, plans, and specifications at various design stages; ensure compliance with grant requirements and appropriate contact and construction laws. Write grant submittals, proposals, and/or applications ongoing for supplemental and/or matching funds for the Parks Division.

Assist and supervise the repair and general maintenance of park and playground equipment; ensure that parks are maintained in a sanitary and attractive condition.

Exercise administrative oversight of division equipment and properties to ensure security, inventory controls, repairs, safety, and maintenance.

Assist and supervise the installation, general maintenance, and security of permanent art pieces and art work on consignment.

Respond to and resolve difficult and sensitive inquiries and complaints.

Research, analyze, prepare, and present oral and written agenda reports, agreements, letters, and memoranda for the City Council, commissions, and committees.

Assist with grant applications by developing and preparing cost estimates, project narratives, sketches, and photographs; ensure compliance with construction project grant conditions.

Confer and coordinate with other governmental agencies, City Council, boards, commissions, advisory councils, associations, developers, consultants, and contract personnel on division matters.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of park maintenance, grounds maintenance, facility management, and national playground safety inspector standards/benchmarks.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **ESSENTIAL JOB RELATED QUALIFICATIONS**

#### **Knowledge of:**

Operations, services, and activities of a parks program.

Principles of urban forestry.

Modern and complex principles and practices of program development and administration.

Modern and complex principles and practices of park administration and maintenance.

Advanced principles and practices used in the development, construction, and maintenance of parks, open spaces, recreation trails, and other park areas.

Principles of contract development and administration, contract law, and contract provisions related to assigned activities.

Recent developments, current literature, and sources of information related to parks, open space, and recreation trails.

Horticulture, landscape, and turf management principles and practices.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of recordkeeping and reporting.

Techniques used in public relations.

Safe driving principles and practices.

Principles and practices of sculpture installation and maintenance.

#### **Skill to:**

Operate modern office equipment including computer equipment, software, and keyboarding skills.

Operate a motor vehicle safely.

#### **Ability to:**

Provide administrative and professional leadership and direction for the Parks Division.

Recommend and implement goals, objectives, and procedures for providing effective and efficient parks services.

Manage, direct, and coordinate the work of technical, seasonal, and part time personnel.

Select, supervise, train, and evaluate full time, part time, seasonal, and/or grant funded staff.

Manage and coordinate the development and maintenance of parks, recreational facilities, open spaces, and recreation trails.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Design park areas, draw sketches, and write descriptive material.

Inspect, monitor, and administer park construction projects.

Prepare operation and maintenance cost estimates and project estimates.

Research, collect, compile, and analyze information and data.

Develop and administer contract services for maintenance, repairs, improvements, construction, and services.

Identify and respond to community and Director of Parks and Recreation issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Interpret and apply the policies, procedures, laws, and regulations pertaining to Parks Division programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Seven years of responsible experience in the operation, maintenance, and construction of park systems including three years of lead supervisory experience (preferably in the municipal and/or public parks and recreation field).

#### **Education or Training:**

Bachelor's degree from an accredited college or university with major coursework in recreation, public administration, parks maintenance, horticulture, or a related field is desired. In the

absence of a degree, equivalent training and coursework is required.

**License or Certificate:**

Possession of a Pesticide Applicator's Certificate is desirable.

Possession of First Aid and CPR Certificates (within the first 6 months of employment).

Possession of a Certified Playground Safety Inspector (CPSI) under the auspices of the National Recreation and Parks Association (NRPA) is desirable.

Possession of a commercial driver's license (CDL) within six months of employment.

Possession of an Associate Parks and Recreation Professional (APRP) or a Certified Parks and Recreation Professional (CPRP) is desired.

Possession of a certified arborist designation is desirable.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, and stoop; exposure to noise, outdoors, and electrical hazards; ability to travel to different sites and locations.

Effective date: October 2003

Revised: July 2006; November 2008