

City of
EDMONDS
Washington

PARKS MANAGER

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NR-12
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Parks, Recreation & Cultural Services Director

POSITION PURPOSE: Under general direction, plans, organizes, coordinates and supervises the park maintenance operations for City owned and select school district owned parks, grounds, and facilities; plans, develops and implements long and short-range goals; purchases equipment and materials required for the operation of the parks department; plans, organizes and schedules projects throughout the year; manages staff including training and evaluation and assigned budgets.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates and reviews the work of assigned staff, assigns work activities and coordinates schedules, projects and programs.
- Provides advice and counsel to staff, develops or assists with development work plans for staff; makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Assists the Director in the development and implementation of department goals, objectives, work plans and long-range plans; establishes division goals, objectives and priorities and assists with department project presentations.
- Supervises, coaches, trains and motivates staff and coordinates and/or provides staff training.
- Manages the employment and hiring process and employee relations for assigned area.
- Manages the workflow and prioritization of assigned projects; takes appropriate corrective action when necessary and provides advice and counsel to staff
- Develops or assists with developmental work plans for staff and makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains, and oversees assigned budgets including making recommendations to the annual budget
- Monitors expenditures, identifies needs, reviews and approves reports, purchases and payments according to established policies and practices.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies; develops cost effective maintenance procedures.
- Plans, organizes coordinates and supervises the renovation, maintenance and improvements of City owned parks, selected School District-owned parks, grounds and related facilities.
- Plans, develops and implements long and short-range goals; discusses and informs staff of City issues and progress of long and short-range goals and projects.

JOB DESCRIPTION

Parks Manager

- Meets with parks maintenance staff daily to discuss maintenance issues, status and completion of projects.
- Meets with various City departments, residents, and merchants regarding park related issues and projects.
- Plans, organizes and schedules projects.
- Writes bid specifications and selects contractors for various types of projects; monitors progress; manages schedules and costs; manages project budgets and financial reporting/records and purchases equipment and materials required for the operation of the parks department.
- Performs safety inspections and other risk management duties and recommends operating procedures and policies; investigates and responds to accidents.
- Prepares various reports, records and files and implements assigned activities and schedules personnel.
- Performs risk management duties and investigates and responds to accidents and issues as they arise.
- Communicates with city directors, managers and city personnel along with contractors and residents to provide information and to resolve issues and conflicts.
- Meets with and coordinates volunteer projects and activities with various volunteer groups including: the Boy Scouts and Girl Scouts, church and school groups along with other concerned citizens who want to perform volunteer projects to enhance our parks community.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training and in compliance with policies and quality standards.
- Monitors assigned operations and assures compliance with Federal, State and local regulations and policies.
- Interprets policies and procedures and assures the consistent application of rules and regulations.
- Serves as staff on a variety of boards, commissions and committees and prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as appropriate and assigned.

Required Knowledge of:

- Operational characteristics and services related to parks maintenance including industry principles and practices related to work assigned.
- Practices, principles, procedures and regulations of park maintenance and operations activities.
- Health and safety regulations and pesticide application.
- Landscaping design and construction.
- Risk management and specific park rules and regulations.
- Procurement and purchasing principles and practices within a public sector environment.
- Federal, state and local laws, rules, and regulations related to assigned activities and programs.
- Effective oral and written communication principles and practices to include public relations.
- Program/project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, methods and techniques.

JOB DESCRIPTION

Parks Manager

Required Skill in:

- Planning, organizing, coordinating and supervising various phases of maintenance and park improvements of City-owned and selected School District-owned park lands and facilities.
- Administering contracts for services.
- Operating tools and equipment utilizing them properly and safely.
- Observing and monitoring facilities, equipment and staff to determine compliance with prescribed operating and safety standards including pesticide application.
- Analyzing situations accurately and adopting an effective course of action.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Applying program/project management techniques and principles.
- Preparing and maintaining accurate records and reports.
- Developing and monitoring program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Landscape Architecture, Horticulture, Engineering or related field and five years of experience in parks/grounds maintenance, landscape design and maintenance, parks and maintenance operations, or similar related services including responsibility for writing bid specifications, landscape design and implementation, and parks maintenance activities, preferably within a municipal or public sector environment, that includes two years of staff supervisory and budgetary responsibility for a major division or program; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

CPR/First aid within 1 year of employment.

Other Requirements:

Must be able to successfully complete and pass a background check.

Ability to pass a mandatory drug test upon conditional job offer.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes dust and odors.
- Noise from equipment operation.

JOB DESCRIPTION
Parks Manager

Physical Abilities:

- Hearing, speaking and otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and other office equipment.
- Reading and understanding a variety of materials.
- Sitting, standing, walking or otherwise positioning oneself for extended periods of time.
- Ascending/descending ladders and working from heights.
- Lifting/carrying or otherwise moving or transporting up to 50 lbs.
- Reaching overhead, above shoulders and horizontally.
- Wearing proper personal protective equipment as required by department or City policy.
- Bending, kneeling or crouching, reaching overhead, above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Ability to wear proper personal protective equipment as required by department or City policy.

Hazards:

- Contact with angry and/or dissatisfied members of the public.
- Working around and with sometimes noisy machinery having moving parts.
- Working in and around moving traffic.
- Chemical fumes.
- Working at heights.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____