

CLASS TITLE: PARKS SERVICES MANAGER
Salaried Exempt
Department: Parks
Supervisor: District Administrator
Supervises: Lead Worker, Maintenance Worker I & II

DEFINITION

Under the general direction of the District Administrator, the Parks Services Manager is responsible for the design, construction, and maintenance of recreation and park facilities; directs the work of employees engaged in planning, design, construction, landscaping, and maintenance of recreation and park facilities as well as the maintenance and repair of equipment; is responsible for developing necessary operating procedures to accomplish objectives based upon administrative directives or District policy. They assist the Administrator as required and may act on behalf of the Administrator in their absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Designs and prepares functional plans for development and renovation of recreation and park areas and facilities.
- Organizes the work of the Parks Division in accordance with the general policies or administrative directives established by the agency/governing agency.
- Directs and supervises intermediate supervisors in the maintenance and care of recreation and park areas, facilities, and equipment.
- Recruits, selects, and trains the professional, technical, and maintenance employees needed for the successful operation of the division.
- Prepares and justifies budget; controls and supervises division expenditures.
- Assigns and supervises the work of Division skilled personnel in planning, urban forestry, horticulture, landscape architecture, construction, and design.
- Evaluates intermediate supervisor's work performance; resolves personnel problems and grievances.
- Coordinates maintenance, construction, and custodial functions with the programs of the Recreation Division.
- Reviews the work of Division personnel and makes field inspections to evaluate the quality and scope of work being performed.
- Interprets the work of the agency to the administrative authority and local citizenry.
- Prepares specifications, contracts, documents, and written and oral reports.
- May act as contract manager for maintenance, security, renovation, and new construction for District projects.
- Ascertains present and future needs for park areas and facilities and prepares

long-term plans to meet these needs.

- Works closely with engineers, architects, and contractors in developing plans and specifications for various projects, including renovation, remodel, and maintenance.
- Coordinates with sub-contractors and acts as the general contractor for force account projects.
- Negotiates and manages contracts for new construction and development, renovation, repairs, maintenance, and security for the District.
- Attends Advisory Board and other meetings.
- May be assigned to support other operational needs when necessary.

QUALIFICATIONS

- Knowledge of current concepts of recreation and park functions and ability to develop detailed plans and specifications.
- Knowledge of horticulture, plant pathology, arboriculture, and park management. Knowledge of plant nomenclature and adaptabilities as applied to California's environment.
- Knowledge of building construction, current building codes, and technical skills needed for construction and maintenance of public buildings and their related utility systems. Ability to perform inspections and maintain records needed for the management of asbestos contained in District buildings.
- Thorough knowledge of the development, maintenance, and operation of recreation and park facilities and grounds; thorough knowledge of principles, theory, and philosophy of the recreation and park profession; knowledge of basic budgeting procedures.
- Ability to plan, guide, and direct the work of the department or division and its personnel; capacity to make decisions objectively; skill in communications.
- Proven leadership and communication skills.

EDUCATION AND EXPERIENCE

Graduation from a college/university with a baccalaureate degree in park administration or similar field, with a minor concentration in planning, conservation, recreation, or public administration and five (5) years administrative or management experience, or any combination of education and experience that would qualify to perform in this position class.

SPECIAL REQUIREMENTS

- A valid California Driver's License and good driving record.
- Valid Department of Pesticide Regulation.
- Qualified Applicator License, Category "B".

WORKING CONDITIONS

Physical conditions: Must possess mobility to work in a standard office and/or facility setting and use standard office and/or maintenance equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Ability to utilize hand tools, power tools, driving mowers, cherry pickers, and other large scale tools and equipment needed for proper park maintenance. Occasionally bend, stoop, kneel, reach, climb and walk on uneven surfaces. Comfortable with being on ladders, rooftops, and up to 50 feet in a powered lift. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 75 pounds.

Environmental Demands: Outside: Works outside in a variety of weather conditions ranging from cold rainy weather to +100° F. Inside: Works indoors in large buildings and gymnasiums.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.