

CITY OF MADERA

PARKS MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, plans, directs and coordinates the activities and operation of the Parks Division of the Parks and Community Services Department including the maintenance, repair and development of City parks, landscape areas, street medians and associated equipment and facilities; supervises, evaluates and participates in the work of personnel responsible for operation of the divisions; ensures safe work practices, work quality and accuracy; maintains appropriate work records; serves as a technical resource for assigned work personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Parks Manager** is the management level class responsible for directing the activities of a variety of parks services including the maintenance, repair and development of City parks, sport fields, landscaped areas, street medians, and related facilities and programs. This classification is distinguished from the next lower classification of Parks Lead Worker by overseeing multiple programs and operations as well as having the administrative responsibilities for the division.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Parks and Community Services. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts management responsibility for supervising activities, operations and services of the Parks Division of the Parks and Community Services Department including planning, coordinating, prioritizing, monitoring and participating in the maintenance, repair and development of City parks, landscaped areas and related facilities.
- Oversees and/or participates in the development, implementation and maintenance of the division goals, objectives, policies and procedures; ensures that program goals are achieved.
- Plans, coordinates and reviews the work plan for assigned projects and responsibilities which may include routine maintenance, repair and development of City parks, landscaped areas, recreation field and street medians; provides administrative and technical direction to park staff; ensures compliance with various reporting requirements.
- Coordinates in the selection and training of parks maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate; recruits, hires and manages supplemental labor crews; assigns work to

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assigned staff and personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.

- Performs the more difficult and complex maintenance duties of the division including obtaining and reviewing bids, securing grants, oversight of irrigation systems and managing pesticide/herbicide applications through subordinate staff.
- Assists with new development designs; reads and interprets engineering plans; solicits bids from contractors and makes recommendations for new construction; monitors contractors and projects; provides basic plan checking for compliance with specifications.
- Maintains inventory control; solicits bids and prepares specs for purchasing of supplies, equipment and materials; prepares and manages materials and labor for City festivals and special events.
- Provides staff assistance and technical support to assigned program activities and other City departments; conducts organizational and operational service delivery studies; makes recommendations to address and resolve identified service delivery issues.
- Attends and participates in organizational and community meetings as necessary; stays current on issues relative to parks maintenance and development; responds to and resolves community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work. The need to occasionally lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position may work in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Parks Manager**. A typical way of obtaining the required qualifications is to possess four years of experience in the construction, maintenance and improvement of parks and landscaped areas including two years experience as a lead worker or supervisor, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and possession of, or ability to obtain, a valid Pesticide Applicators License issued by State Department of Agriculture.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction and repair of parks, landscaped areas, street medians and related facilities; practice and procedures used in weed abatement; safety practices and procedures for parks maintenance operations; basic principles of mathematics; principles and practices of budget administration; methods and techniques of supervision, training and motivation; horticulture and irrigation systems; applicable federal, state and local laws, codes and regulations; operational characteristics of standard maintenance equipment; methods and techniques for record keeping; occupational hazards and standard safety procedures.

Ability to:

Supervise and direct the work of others performing parks and facilities maintenance, repair and construction; analyze a complex issue and develop and implement an appropriate response; prepare and administer division budgets; analyze and evaluate new and existing service delivery methods and standard operating procedures; read and interpret construction plans and specifications and interpret them to others; ensure that safety principles are observed and practiced; prepare reports and maintain records; courteously respond to community issues, concerns and needs; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.