

CITY OF MADERA

PARKS PROJECT 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, supervises, and participates in capital projects, park planning, landscape planning, City trails and beautification projects, and land acquisition; oversees construction projects for parks and recreation facilities and city landscape improvements; prepares and administers construction contracts; provides responsible and complex staff assistance to the Director of Parks and Community Services; supervises, evaluates and participates in the work of personnel responsible for operation of the division; assumes management of other divisions/units within the Parks and Community Services Department when so directed; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Parks Project Manager** is a division manager within the Parks and Community Services Department and exercises full responsibility for planning, organizing and directing the work activities of the park maintenance and landscape maintenance district services divisions. The incumbent performs the more complex design and construction of park and recreation improvement projects, reviews development projects for design conformance and accuracy and performs complex professional planning assignments requiring considerable knowledge of land development, planning, design standards and regulations, construction and maintenance. This classification is distinguished from the higher-level classification of Director of Parks and Community Services in that the Director has overall responsibility for management of the Parks and Community Services Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Parks and Community Services. May exercise direct and indirect supervision over professional, technical and office support personnel.

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

- Assists in implementing the City's capital improvement plans that include community and neighborhood facilities, bicycle and hiking trails, and open space preservation.
- Plans, organizes, and supervises the work of professional and technical personnel engaged in the preparation of landscape architectural plans, specifications, and estimates for the development or improvement of parks and recreation facilities.
- Acts as project liaison and/or inspector to monitor schedules, work progress, and performance standards; establishes operating procedures and reporting systems; reviews and recommends change orders; evaluates the more complex landscape planning and designs for land areas and provides effective solutions to methodology and other difficult technical problems; coordinates and

reviews landscape, engineering and/or architectural features of proposed construction and rehabilitation projects for compatibility.

- Reviews cost estimates and budgets and recommends adjustments for construction projects; reviews designs and plans for compliance with related ordinances/legislation and standards, including safety issues; participates in preparation for program related grant applications, providing maps, plans, cost estimates and technical recommendations.
- Reviews financial expenditures related to grant funded projects; authorizes billing and collection from grant agencies.
- Administers and participates in the selection process for consultants; prepares performance specifications; estimates budgets; oversees and coordinates work of consultants; evaluates performance and work product; reviews progress payments; performs site reviews and inspections of landscape construction and park rehabilitation projects.
- Oversees complex studies; reviews environmental impacts statements, resource management studies, feasibility reports, and other studies in connection with program related land acquisition, developments, resource investigation, planning and improvements, including research of projected future expenditures concerning design development, construction, maintenance and renovation/restoration work.
- Serving as a department representative, attends public meetings, commission, Council, special interest and other community groups as related to landscape and parks and recreation facility programs. Makes written and oral presentations to the City Council, various committees, advisory groups, and other groups on park development projects.
- Develops performance standards, construction standards, operating procedures and reporting systems.
- Develops budgetary requests, five-year capital improvement and rehabilitation programs and proposals.
- Prepares and submits a variety of reports and memoranda on a number of park capital project related subjects.
- Coordinates in the selection and training of personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate; assigns work to assigned staff and personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Plans, directs, and coordinates the activities and operations of the park's maintenance division including the maintenance, repair, improvements, and development of City parks, trails, fields, green spaces, and park facilities and equipment.
- Plans, directs, and coordinates the activities and operations of the landscape maintenance district services division including landscape areas and street medians. Maintains appropriate work records.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping,

repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service.

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 Project Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of three (3) years of full-time experience in construction management and capital project management, including one (1) year of supervisory experience, and a Bachelor's degree in landscape architecture, civil engineering, construction management, or a closely related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

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

Knowledge of:

Modern principles, practices and techniques of park planning and development; laws, ordinances, and regulations related to land development and park planning including the California Environmental Quality Act (CEQA); principles and practices of facility acquisition and maintenance; grant and contract development and administration, including inspection of construction projects; principles and practices of public project funding; principles of landscape, park facility design, and use; principles and practices of budget preparation and administration; report preparation; applicable federal, state, and local laws, codes, and regulations; principles and practices of supervision, training, discipline, and performance evaluation; occupational hazards and standard safety practices.

Ability to:

Analyze problems and identify sound solutions; consult effectively with management and staff; prepare clear and concise administrative documents and reports; prepare complete and accurate complex reports; manage construction contracts; exercise sound independent judgment; prepare and administer a budget; promote and enforce safe work practices; interpret maps, site and building plans and specifications, graphs and statistical data; properly interpret and make decisions in accordance with laws, regulations and policies; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate personnel; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet, database and other software applications.

Adopted 10/4/2023