



<b>Job Title</b>	<b>Parks Maintenance and Operations Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>17838</b>

**Class Specification – Parks Maintenance and Operations Manager**

<b>Summary Statement:</b>	
<p>The purpose of this position is to manage park maintenance and operations budget and staff assigned to the park maintenance and operations division, and the city’s special maintenance and improvement districts. This is accomplished by managing the expenditure of budgeted funds; providing for park maintenance and operations across a large and diverse system of park related assets; communicating regularly with elected officials, park advisory board members, and internal and external customers; establishing work priorities; utilizing a high level of oral and written communication skills; and participating in a variety of high-level meetings. Other duties include providing resources, direction, and opportunities for staff, responding to citizen concerns, questions, and issues.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Oversees operational properties by establishing policies and procedures and deciding on the implementation of programs; gathering and assessing input from staff, monitoring and evaluating the efficiency of operations; and assessing contracts and agreements established.
25%	Manages and overseeing budgets by creating, justifying, and submitting annual budgets and allocating available funding resources; and monitoring and analyzing reports on the expenditure of capital dollars made.
20%	Manages staff resources by overseeing the activities and work; determining staff assignments and organizational structure; and assuring that training opportunities are available.
15%	Communicates with and engages the public by responding to citizen requests and questions; working on interdisciplinary teams and attending public processes; and interacting and developing relationships by responding to print and television media requests.



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**Competencies Required:**

**Human Collaboration Skills:** Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions, and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor’s degree from an accredited college or university with major coursework in parks administration, public administration, business administration, or a related field.

**Experience:** Five years of full-time responsible parks facilities maintenance and operations experience including two years of supervisory responsibility.



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**Education and Experience Equivalency:**  
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.  
 Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**  
 Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

**Supervision Received:**  
 Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**  
 This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

**Physical Demands:**  
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never



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Respiratory Hazards	Several Times per Month
Noise and Vibrations	Never
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, vehicle, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: August 2014