



Job Title	Pikes Peak – America’s Mountain Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	18221

Class Specification – Pikes Peak America’s Mountain Manager

Summary Statement:	
<p>The purpose of this position is to manage, supervise, and coordinate activities and operations of the Pikes Peak - America’s Mountain (PPAM) Enterprise while creating an unforgettable and safe experience for visitors of this regional attraction and national historical landmark. Manage the operation of the PPAM highway and related facilities including highway maintenance and repair; facility maintenance and repair; interpretive service and customer service program for approximately 500,000 visitors annually. This position will supervise full-time and seasonal employees; oversee the PPAM budget and fund balance; and ensure environmental compliance with all federal and state regulations and policies and work with City Legal staff to ensure compliance with applicable laws. Other duties include serve as staff assistance to Parks and Recreation; serve as liaison to other departments, respond to emergencies as needed; and develop vehicle replacement plan to ensure safe and functional vehicles and equipment necessary for operations in a mountain environment.</p>	
Essential Functions	Note: Regular attendance in the performance of this job is an essential function.
Time % (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.
60%	Manages the operations of the PPAM Enterprise; maintenance and repairs of the highway, associated facilities including the Summit House (Pikes Peak Summit is a national historic landmark), and the Glen Cove Inn (on the national historic register). Supervises full-time and seasonal employees; ensures compliance with all federal and state regulations and policies; and approves marketing and advertising plans.
15%	Performs contract development and administration by preparing contractual documents including RFPs and IFBs; specifications and plans for various contracts including the concessionaire contract; special events; other design and constructing contacts; provides quality control and assurance for the various contracts to ensure compliance with contract documents; and approves progress and final payment requests.
10%	Oversees PPAM budget and fund balance by working with staff to develop annual budget and operating plan; reviews and analyzes visitation reports; utilizes variance and trends forecast reports to analyze cost trends and compare to budget; and make fiscal decisions based upon results of analysis and trends.



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10%	Performs facility management duties for the facilities maintenance group; develops and monitors the annual facilities maintenance budget; conducts safety and condition facility surveys; and works with staff and concessionaire to correct deficiencies.
5%	Provides public relations and communications duties by responding to customer inquiries or complaints via e-mail, phone, written correspondence, or in-person as appropriate; communicates with various agencies including the US Forest Service; and briefing various boards such as the Parks, Recreation and Cultural Services Advisory Board, City Council, and other outside groups.

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: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. 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.	



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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 business administration, public administration, engineering, or a related field.

Experience: Five years of full-time responsible business or public administration management experience including two years of administrative and supervisory responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

CPR certification (cardiopulmonary resuscitation)	Within 3 months of start date
First Aid Certification	Within 3 months of start date
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 Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

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 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Daily
Wetness and Humidity	Several Times per Week
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Continuously
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Light truck, snow plow, survey equipment including laser level, general tools, phone, fax, copier, scanner, computer, safety glasses, hard hat, steel toe boots, gloves, ear protection, sunglasses, safety vest, Artic Wear, and sunscreen.

Specialized Computer Equipment and Software: Microsoft Office and Cartegraph.

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: October 2014