



<b>Job Title</b>	<b>SIMD Unit Administrator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>12770</b>

### Class Specification – SIMD Unit Administrator

**Summary Statement:**

The purpose of this position Special Improvement Maintenance Districts (SIMDs) is to oversee development, repairs, maintenance, and improvements for the landscape, streetscape, and trails of seven special management districts throughout the city. This is accomplished by attending board meetings for each district; addressing board member concerns and implementing solutions; managing budget for each district; handling citizen complaints and concerns over the phone, via email, and in person; managing contracts and contractors for various maintenance, repair, improvement, and development activities; and conducting employee performance reviews. Other duties include overseeing grounds maintenance of specified areas of the boys and girls club and overseeing snow removal for the special management districts.

<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<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.
25%	Performs staff contact for seven advisory boards by meeting regularly with boards; making annual budget for board review and acceptance; and reporting to board on status of maintenance items, projects, and other issues.
25%	Oversees maintenance employees by conducting employee meetings; conducting performance evaluations; enforcing disciplinary procedures; scheduling work tasks; communicating with employees via phone, email, or in person; and interacting with employees on work progress and makes changes to prioritization of tasks.
15%	Oversees contractual maintenance and repairs by obtaining quotes or proposals; reviewing budgets; reviewing scope with contactors; scheduling and oversight for maintenance or repair; and inspecting work for adherence to contracts and approving payments.
15%	Performs project planning and implementation by determine project scope by communicating with supervisor, boards, employees, contractors, and residents; preparing project budgets; preparing and scheduling work; obtaining any needed permits; approving contracts; purchasing and payments for project activities; and preparing purchase lists, approving work, and approving contractor pay requests.



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15%	Performs safety operations and maintenance inspections of all areas of responsibility by conducting driving inspections, walking inspections, recording findings with notes and pictures; and rectifying or barricading immediate hazards and performing minor and incidental maintenance.
5%	Handles public complaints, concerns, and questions received via phone, e-mail, meetings, or written correspondence; investigates public concerns, questions or complaints with on-site visits; discusses with staff; obtains opinions of other professionals; conducts online or other research; and communicates requested information or solution to public via phone, e-mail, meetings or written correspondence.

<b>Competencies Required:</b>
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
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.

<b>Technical Skills Required:</b>
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

<b>Relevant Background and Formal Education:</b> 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 park administration, natural resources, business administration, or a related field.



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Experience: Five years of full-time responsible park maintenance experience related to this position, including two years of administrative and/or lead supervisory experience.

**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:**

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

**Supervision Received:**

Receives Limited Direction: The employee 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 oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

**Physical Demands:**

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

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Several Times per Month
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely



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**Machines, Tools, Equipment, and Work Aids:** Telephone, fax, calculator, scanner, copier, hand tools, and printer.

**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: July 2014