

City of Bellingham  
**Classification Specification - Civil Service or AFSCME**

CLASS TITLE	Park Project Specialist
DEPARTMENT	Parks And Recreation
UNION:	114
SG:	
CS:	Entry
FLSA:	Y
EE04CODE:	TE

**NATURE OF WORK:**

Performs field inspections of major capital improvement projects related to parks construction projects to ensure compliance with contract plans and specifications. Responsibility includes inspection of structures, grading, earthwork, irrigation and drainage systems, landscaping and other park improvements. Also reviews plans and inspects privately funded projects for public landscape or trail improvements in residential, commercial and industrial projects. Prepares reports, permits, encroachment notices and maps as well as provides information to public of park property and park projects. Maintains inventory of city owned and managed park, open space and trail properties. May assist other City staff with field analysis and survey work.

**DISTINGUISHING CHARACTERISTICS:**

This class performs similar duties as the Construction Inspector in Public Works, however, it is distinguished by the requirement for experience in landscaping and ability to prepare maps utilizing the City's GIS system.

**SUPERVISORY RELATIONSHIPS:**

Reports to the Design and Development Manager who assigns and reviews work. May also receive direction from and have work reviewed by Landscape Architect. Works independently under informal supervision in accordance with applicable City regulations, policies, guidelines and applicable construction standards.

**ESSENTIAL FUNCTIONS:**

1. Inspect park major capital improvement projects to ensure compliance with plans and specifications. Specific duties include: approve or disapprove work in progress, issue correction notices or stop work orders, create and maintain appropriate project records and recommend payments.
2. Inspect privately funded park-related public improvements including landscaping, park facilities and trails. Specific duties include: review and comment on development plans and recommend final approval.

3. Identify and report park property encroachments. Contact property owner, follow-up for compliance and maintain appropriate documentation. Notify code enforcement officer as necessary.
4. Maintain Park property inventory in computerized record-keeping system; generate reports as required.
5. Respond to inquiries about park property and park improvement projects; as requested, prepare maps of park property for citizens, staff and other City department.
6. Assist staff and coordinate with consultants on property analysis, surveys, measurements, layouts, etc.

#### **ADDITIONAL WORK PERFORMED:**

1. Performs related duties in Design and Development Division as assigned.

#### **KNOWLEDGE AND SKILLS:**

- Knowledge of park and landscape construction methods and standards.
- Knowledge of applicable local, state and federal laws, codes and standards related to construction inspection.
- Knowledge of construction equipment and materials.
- Excellent communications skills including the ability to tactfully and calmly negotiate and resolve problems regarding compliance issues.
- Good writing skills and ability to prepare letters, technical materials and reports.
- Ability to read, understand and explain contracts, ordinances, codes, maps, plats and surveys.
- Ability to take measurements and make appropriate mathematical calculations.
- Ability to efficiently utilize a variety of software applications including word-processing, spreadsheets, and map design to accomplish work assignments.
- Ability to establish and maintain effective working relationships with diverse groups including co-workers, contractors, developers and the general public.
- Physical ability to perform essential functions of the job.

#### **WORKING ENVIRONMENT:**

Most work is performed out of doors on project construction/development sites. Some time is spent in an office setting at a computerized work station entering data and preparing maps.

#### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Minimum of five years construction related experience in landscaping, public improvement projects, or building industry required.
- Computer proficiency to utilize a variety of software programs required. Word, Excel, Access, GIS related software preferred.

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at time of hire.
- Coursework or training in construction technology, landscaping or related field preferred.
- A combination of education and experience which provides applicant with required skills, knowledge and abilities will be considered.

**PREPARED BY:** Leslie Bryson  
Darlene McLeod  
11/99

**REVIEWED BY:** \_\_\_\_\_  
Byron Elmendorf  
Parks and Recreation Director

**COMMISSION ADOPTION:** \_\_\_\_\_

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