

## CITY OF BELLINGHAM

### JOB DESCRIPTION

**JOB TITLE:** Parks Operations Manager

**EXEMPT:Y**

**CLASS TITLE:** Department Manager I

**CS:N**

**FLSA:N**

**EEO4CODE:OA**

**DEPARTMENT:** Parks and Recreation

#### **JOB SUMMARY:**

Manages the operations and maintenance of the City's parks, trails, open spaces and facilities including golf course, cemetery, and trees within City rights-of-way. Responsible for Parks Operations Division management, planning, budget control, staffing and work standards. Provides managerial and technical direction to division staff within the park maintenance functional areas: Tree and turf care; trail maintenance; recreational facility and building maintenance and the enterprise programs of the golf course and cemetery. Acts as project manager for selected construction projects, or on-going or special maintenance services.

#### **SUPERVISORY RELATIONSHIPS:**

Reports to the Director of Parks and Recreation. Supervises division supervisors, technical and support staff. Works independently to support the mission and goals of the Department within applicable Federal, State and City laws, ordinances, regulations, policies, and collective bargaining agreements. Serves as a member of the Department Management / Administrative Team. In the absence of the Director, may assume managerial responsibility for the Department.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

##### **General Administration:**

1. Provides administrative and technical direction to the Parks Operations Division including program management and operational oversight of the City's parks, trails, open spaces and park facilities. Develops and administers internal policies and procedures.
2. Oversees and monitors various administrative systems to facilitate the efficient operation of the division including work assignment, damage reporting, accident/hazard reporting, key custody, vehicle and radio assignments, inventories and maintenance management systems.
3. Oversees the administration and operation of Bayview Cemetery and Lake Padden Golf Course including oversight of the Lake Padden Golf Course lease. Oversees management of contracts and budgets in each area and proposals and selection of contractors for maintenance and improvement projects.
4. Prepares division budgets based on projected revenues and expenditures. Prioritizes and schedules work, manages and tracks expenditures to ensure that work is completed within funding limits. Forecasts funds needed for staffing, equipment, materials, and

supplies; monitors and approves expenditures; recommends adjustments as necessary. Prepares long term capital maintenance plans

**Planning:**

1. Participates as an active member of the department planning team in the review of proposed land acquisitions and development projects to determine future maintenance needs. Prepares standards for facility maintenance work activities. Provides input on relevant issues of administrative policy and practice.
2. Coordinates division planning activities with key staff within the Parks and Recreation Department and other City personnel. Works with division supervisors to prioritize and develop work load planning and work schedules.

**Personnel Management:**

1. Responsible for hiring, establishing performance standards, conducting performance appraisals and recommending disciplinary action as necessary. Plans, organizes, schedules, coordinates and evaluates the work of professional and technical staff in the division. Oversees the development of division training, orientation and safety programs. Ensures employee compliance with City and departmental policies and procedures.

**Maintenance and Project Management:**

1. Responsible for the maintenance of Parks and Recreation Department facilities, buildings, grounds, and trails including planning, designing and project management for renovation and repair of park, cemetery, golf course and municipal grounds for the City. Establishes materials, equipment and supplies standards.
2. Project Management: Prepares technical specifications for bid documents and administers construction contracts for quality control, proper payment and other parameters required by State or Federal statute.

**ADDITIONAL WORK PERFORMED:**

1. Oversees City-wide right-of-way street tree maintenance program through agreement with City Public Works Department. Establishes technical specifications and administers maintenance contracts.
2. Meets with community groups, other agencies and citizen committees to report on progress and coordination of projects or maintenance programs. Provides technical expertise in the field of park maintenance to the community.

**PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- A thorough knowledge of the field of parks and recreation facilities and grounds maintenance including legal, technical and organizational aspects Management skills including leadership and supervisory skills, problem analysis and decision-making, planning and organizing, interpersonal sensitivity, management control, adaptability, flexibility, stress tolerance and time management.

- Excellent oral communications skills for working effectively with a diversity of personnel, subordinates, public officials and citizens.
- Excellent writing skills, including technical report writing.
- Organizational awareness to recognize and appropriately use information about the division's procedures, strengths and key individuals to accomplish goals; appropriately use timing and knowledge of group processes to manage change.
- Knowledge and ability in fiscal and records management including cost analysis, budget analysis, maintenance management, and work order systems.
- A working knowledge of relevant government, community institutions, organizations, procedures and processes.
- A working knowledge of technical horticultural and facility/building maintenance practices.
- Working knowledge and ability to operate variety of computer programs such as spreadsheets, databases, cost accounting, maintenance scheduling, graphic and word processing programs.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability and willingness to maintain regular and punctual attendance.
- Physical Ability to perform the essential functions of the job, including:
  - Fine finger dexterity to manipulate computer keyboard, mouse, files and papers;
  - Correctable visual acuity to read a computer screen and a typeset page;
  - Communicate verbally, in person and by telephone;
  - Transport objects weighing up to 35 pounds;
  - Occasionally traverse uneven terrain.

**WORKING ENVIRONMENT:**

Work is performed in an office setting at a computer workstation and outdoors in developed and undeveloped areas to supervise performance of division staff and/or oversee contracts in maintenance and improvement projects.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelors Degree in parks and recreation administration, horticultural, landscape architecture or related field.
- Five years of experience in parks and recreation facilities and grounds maintenance operations.
- Three years of supervisory/management experience with responsibility for a major function and its personnel. Experience in maintenance and operations of parks or facilities preferred.

**NECESSARY SPECIAL REQUIREMENTS**

- Valid Washington State Driver's License required.
- Good Driving record. Candidates considered for hire must submit an abstract of their driving record for past three years.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.

**PREPARED BY:** B. Hutsinpillar  
1/5/78

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