CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Parks Grounds Maintenance Manager **UNION:231**
SG:7
DEPARTMENT: Parks and Recreation – Operations Division **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Professional position combining supervisory responsibilities with the application of technical knowledge to manage the Grounds Maintenance program area for a diverse city park system. Establishes goals and objectives, plans, develops, implements and evaluates the grounds maintenance and repair functions of the park system which includes developed park grounds, trails and greenways, open space natural areas, urban forests, street trees, and community gardens.

Responsible for the financial, material, and personnel resources to accomplish specialized operation, maintenance and repair functions including program area budget preparation, supervision of assigned staff, coordinating maintenance and capital improvement projects and direct oversight of the Volunteer Program.

SUPERVISORY RELATIONSHIP:

Reports to the Parks Operations Manager. Performs work under general guidance and direction and according to Departmental and City policies, standards and procedures, State and Federal laws, regulations and guidelines. Plans work and provides direct supervision to Park Specialists, Certified Arborist, Grounds Technicians, Park Workers, Volunteer Coordinator, seasonal park maintenance staff and other staff as assigned. Promotes and supports teamwork with other supervisors and managers within the Parks and Recreation Department and City.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Manages the Grounds Maintenance program areas in the Park Operations Division: plans, coordinates, implements, and supervises a wide variety of maintenance, repair, landscaping, and horticultural tasks. Ensures that all park grounds, trails and greenways, community gardens, open space natural areas, urban forest and street trees are maintained to a high standard. Includes oversight of maintenance and repair of irrigation systems, drainage systems, bridges and boardwalks. Develops, recommends and implements street tree and open space management plans.

2. Manages the Urban Forest Program for the City. Reviews landscape plans for new development, determines appropriate plant species, processes and approves street tree permits, conducts tree inspections city-wide, and serves as technical resource for urban forestry including all public tree maintenance, pruning, and replacement. Supervises tree assessment and approves hazard trees for removal. Acts as the designated City Arborist, accredited by the American National Standards Institute, meeting and exceeding ISO 17024, and supervises certified arborist staff.

3. Effectively hires, trains, evaluates, supervises and manages performance of assigned staff. Provides coaching and corrective action as appropriate. Reviews and approves timesheets and develops employee work schedules in accordance with program needs and union contract requirements. Establishes systems and methods for training, motivating, and supervising work team and a system of communication/cooperation among staff. Oversees safety training, develops and enforces safety policies and procedures.

4. Assists the Park Operations Manager with preparing the annual and biennial budget. Implements and monitors approved program area budget. Submits budget reports and analysis to Park Operations Manager and advisory boards as requested. Coordinates purchase and delivery of supplies and services; maintains inventory control of park assets. Develops, recommends and implements recommendations for program specific tools, vehicles, and small equipment.

5. Plans and oversees park restoration and wetland mitigation projects. Serves as technical resource on landscaping, trees, irrigation, drainage and storm water for facility upgrades and rehabilitation of parks**.** Works with professional consultants and City specialists to coordinate design, requests for proposal, and contractor selection processes as needed, prepares contracts and ensures implementation of project goals and budgetary requirements; monitors contractor performance during construction and at completion of project for adherence to expectations.

6. Develops program area goals and objectives; plans, organizes and delegates day-to-day operations and special projects. Develops policies, procedures, and best practices for program area. Ensures work standards adhere to applicable regulations, policies, and procedures.

7. Oversees implementation and use of computerized maintenance management system for program area. Manages utilization of maintenance system to track work requests, maintenance records on trees, irrigation systems, and trails/greenways, cost effectiveness of servicing, and life cycle costs of resources, equipment, and mechanical systems.

8. Manages the volunteer program for the Parks and Recreation Department, which includes oversight of Americorps grant and directing the work of the Park Volunteer Coordinator who is responsible for outreach, events, coordination of up to 20,000 annual volunteer hours, the Community Garden Program and park stewards. Works closely with partner agencies and non-profit groups to coordinate and promote activities.

9. Serves as lead department coordinator for homeless camp cleanup and the Work Offender program. Coordinates with Police Department, Public Works Department and various support groups.

10. Investigates and responds to all public requests, issues and complaints in a courteous prompt manner. Prepares correspondence and conducts research as needed.

ADDITIONAL WORK PERFORMED:

1. Acts as resource to management and employees regarding assigned program area. Keeps current in new developments in the Parks and Recreation field through

professional memberships, conference attendance and professional networking.

2. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge of:
- Current Federal, State and local codes, laws, rules and regulations related to Parks and Recreation.
- Current turf care practices including mowing, fertilizing, chemical spraying, irrigation, aeration, top dressing, and planting turf.
- Current tree/shrub care including planting, pruning, invasive management, hazard tree removal, fertilizing, chemical spraying. Current trail/greenway maintenance, repair and construction.
- Current natural resource restoration work including wetlands mitigation.
- Fiscal and records management and ability to develop, prepare and implement program budgets.
- Safety hazards, precautions and procedures related to assigned program area.

Skill in:
- Strong management skills including leadership and supervisory skills, problem analysis and decision-making, planning and organizing, management control, adaptability/flexibility and time management.
- Strong oral and written communication and interpersonal skills for working with a diverse population including employees, public officials, vendors, contractors and significant interaction with the public in sometimes adversarial situations.
- High stress tolerance and advanced ability to manage multiple priorities on a daily basis.
- Strong written communication skills for developing reports, correspondence, policies, procedures and organizational communications.
- Strong work ethic and strong customer service orientation. Conducts self at all times in accordance with the ethical standards required of public officials and employees.

Ability to:
- Gain a working knowledge of Department operations and procedures, federal, state, and local pertinent regulations.
- Avoid conflicts of interest in use of City resources and personnel.
- Maintain fairness in dealings with staff and citizens.
- Utilize public presentation skills including the ability to present technical material in an understandable manner to citizens, officials, or board members.
- Utilize strong computer skills including word processing, graphic and budgeting software.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
  - Move between work sites, including undeveloped land and project development sites;

- Occasionally lift and transports materials up to fifty (50) pounds.

WORKING ENVIRONMENT:

Work is performed in an office setting and outdoors in the field exposed to the elements and uneven terrain. Travel between facilities, including remote and urban locations required. Occasional travel for training is also required. Possibility of exposure to hostile and offensive language from the public. Uses appropriate safety equipment and follows established work safety policies, practices and procedures.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Parks and Recreation or related field.
- Minimum of two (2) years of experience coordinating grounds maintenance and urban forestry required.
- Two years of experience supervising grounds maintenance staff required.
- An equivalent combination of training and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's License and a good driving record. Candidates must submit a three-year driving abstract at the time of hire.
  Ability to secure a Commercial Driver's License within six months of hire and to maintain a valid CDL during length of employment.
- Employment contingent upon passing a criminal conviction, Child and Adult Abuse records check and local background check.
- Ability to secure and maintain a valid First Aid and CPR certification within 6 months of hire.
- Ability to secure and maintain an International Society of Arboriculture Certified Arborist certification within 6 months of hire.

PREPARED BY: John Ivary
December 1984

REVISED BY: S. Janiszewski
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7/18

REVIEWED BY: _____
Leslie Bryson
Parks & Recreation Director