CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Parks Operations Manager** **E-PLAN**
SG:E2-13
DEPARTMENT: **Parks and Recreation** **CS:N**
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Manages and oversees 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 a variety of park construction projects, or on-going or special maintenance services and must be able to reconcile divergent public interests.

Ensures that management practices and maintenance standards are met for projects, tasks, and significant community engagement and public involvement with elected officials, policy makers, and citizens. Develops relationships with staff, other departments and individuals outside city government that encourage teamwork and efficient use of resources.

SUPERVISORY RELATIONSHIPS:

Reports to the Director of Parks and Recreation. Supervises division managers, 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 Leadership / Administrative Team. In the absence of the Director, may assume managerial responsibility for the Department.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides management and leadership direction to the Parks Operations Division including program development, management and operational oversight of the City's parks, trails, open spaces and park facilities. Develops and administers division policies and procedures.

2. Supervises division management and administrative support staff. Oversees and reviews work of direct reports. Provides leadership and motivation to teams. Responsible for hiring, establishing performance standards, conducting performance appraisals and recommending disciplinary action as necessary. Oversees the development of division training, orientation and safety programs. Ensures employee compliance with City and departmental policies and procedures.

3. Oversees the administration and operation of Bayview Cemetery and Lake Padden Golf Course including oversight of the Lake Padden Golf Course management agreement.

4. Negotiates and monitors leases and contracts. Oversees management of proposals, contracts and budgets and selection of contractors for maintenance and improvement projects.

5. Develops and manages 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 short- and long-term capital maintenance plans.

6. Reviews 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.

7. Leads division planning activities with key staff within the Parks and Recreation Department and other City departments. Works with division managers to execute Department-wide initiatives or goals, prioritize and develop workload planning and work schedules.

8. Represents the Department internally and externally. Presents reports, recommendations, budgets, issues for resolution to Department heads, Mayor, City Council, Parks and Recreation Advisory Board and commissions. May represent the Department director at public meetings and other public settings. Serves as media relations contact for division.

9. Responsible for the maintenance of Parks and Recreation Department facilities, buildings, grounds, urban forest, 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 maintenance standards.

10. Prepares technical specifications for bid documents and administers construction contracts for quality control, proper payment and other parameters required by State or Federal statute. Supervises special projects as assigned.

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. Acts as liaison with community groups, other agencies and citizen committees to report on progress and coordination of projects or maintenance programs. Provides leadership and technical expertise in the field of park maintenance to solve difficult and complex issues.

3. Participates in department administrative team, department work groups, community councils, advisory committees and city appointed projects.

4. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- A thorough knowledge of the field of parks and recreation facilities and grounds maintenance including legal, technical and organizational aspects.
- Knowledge and ability in fiscal and records management including cost analysis, budget analysis, maintenance management, and work order systems.
- Working knowledge of relevant government, community institutions, organizations, procedures and processes.
- Working knowledge of technical urban forestry, vegetation management, ecological restoration and park facility/building maintenance practices.
- Experience and working knowledge with asset management principles and computer software.
- Working knowledge and ability to operate variety of computer programs such as spreadsheets, databases, cost accounting, maintenance scheduling, graphic and word processing programs.
- 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.

Skill in:
- 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. Diplomacy, professionalism, enthusiasm, and strong communication and interpersonal skills are required.
- Excellent writing skills, including technical report writing.

Ability to:
- Develop long-term and short-term plans, strategies and programs.
- Make sound decisions on administrative matters and technical problems.
- Establish and maintain effective working relationships with subordinates, peers, City officials and the public.
- Forecast, plan, formulate, and carry out maintenance and operations programs and policies.
- Must be able to reconcile divergent public interests relating to the recreation service provision.
- Create innovative programs and projects in response to emerging program area issues.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others;
  - Frequent exposure to outdoor weather conditions;
  - Occasionally traverse uneven terrain;
  - Occasionally transport objects weighing up to 35 pounds.

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. Uses appropriate safety equipment and follows established safety policies, practices and procedures. Travels to work sites and/or meeting locations and professional meetings. Moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in parks and recreation administration, horticultural, landscape architecture or related field.
- Five years' experience in parks and recreation facilities and grounds maintenance operations.
- Three years supervisory/management experience with responsibility for a major function and its personnel.
- Experience in maintenance and operations of parks or facilities preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS

- Valid Washington State Driver's License required with good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.

PREPARED BY: B. Hutsinpiller
1/5/78

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