CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Park Improvements Supervisor** **UNION:231**
SG:4
DEPARTMENT: **Parks and Recreation – Park Operations** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Functions as part of the Park Operations team. Supervises staff in completing capital improvement and maintenance projects for park facilities.Plans, organizes and assigns work of the park improvements crew, evaluates quality and quantity of work, and conducts annual performance appraisals. Develops and provides training for operational programs and ensures staff meet standards and service levels. Develops, recommends and implements short and long-range facility use and maintenance strategies.

Responsible for accomplishing division goals related to facility and structure maintenance, repairs to critical park infrastructure, and project management . Plans, organizes, and coordinates park facilities construction design and engineering, including bidding and project implementation. Monitors capital budgets to ensure project expenditures remain within the scope of work. Provides technical support and manages all aspects of capital construction projects. Oversees consultants and contractors performing capital construction project work. Prepares construction specifications, bid documents, contracts and change orders. Conducts field inspections to collect data, verify existing/actual conditions, and monitor conformance with plans/specifications.

SUPERVISORY RELATIONSHIP:

Reports to the Park Operations Manager. Works under general supervision and the guidance of City and Departmental policies and procedures and governmental regulations. Implements Park Operations goals as set forth by the Park Operations Manager. Supervises Park Specialist and Park Technician assigned to the improvements crew, and extra labor employees in the Park Operations Division. Works as part of a team and coordinates work with other division supervisors (including Grounds, Facilities, and Park Stewardship). Responsible for technical guidance of project teams involved in construction and renovation.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, directs and monitors the work of the park improvements crew completing capital improvement and maintenance projects for park facilities in alignment with departmental standards and goals. Utilizes maintenance management software to conduct work planning, schedule work activity, manage assets, and maintain and maximize efficiency of staff.

2. Effectively recommends hire, trains, supervises and evaluates performance of assigned staff. Conducts pre-disciplinary investigations; recommends and delivers corrective action, as appropriate. Reviews and approves employee timesheets and oversees scheduling. Establishes systems and methods for training, motivating, and supervising the work team, and a system of communication and cooperation among staff. Trains and

orients employees on general construction techniques and methods, work assignments, equipment operation, policies, best practices, and procedures. Responsible for safety training and monitors compliance of employees with safety rules. Maintains Material Safety Data Sheets for work group.

3. Coordinates and prepares services and construction specifications and bid documents. Coordinates pre-bid and pre-construction conferences. Drafts Request for Proposals (RFP) and develops scope of work. Negotiates contracts, selects consultants and administers contracts for consulting architects, engineers, contractors, and project management resources. Compels compliance with published construction plans and specifications.

4. Oversees and coordinates the design and permit process and work of contractors, engineers, architects, design professionals, and other personnel to assure the efficient and economical use of program funds, personnel, materials, facilities, and time. Reviews work for compliance with contract documents and appropriate guidelines, laws, and regulations.

5. Monitors individual project budget summaries assuring expenditures are within approved budget, tracking changes to the contract documents that may result in change orders. Implements, monitors, and prepares project budgets. Tracks all project expenditures for labor and materials to ensures compliance with state requirements. Makes recommendations to the Park Operations Manager or Park Facility Manager on change orders as necessary. Assists with project financial reports, accounting, and grant reimbursement.Monitors and ensures all requirements of grants and contracts are met. Prepares and complete reports on time with supporting conclusions and recommendations.

6. Develops and maintains data systems and records to track the process and progress of each project for proper evaluation, control and documentation to ensure compliance with City, State, and Federal requirements.

7. Serves as a resource to the staff within Park Operations Division, Parks and Recreation Department, and other City departments by consulting on facility issues. Acts as liaison between end users, Parks and Recreation staff and contractors on City projects. Assures effective communication among consultants, contractors, department heads and other stakeholders. Conducts needs assessment and meets with City personnel to assure needs are being met by proposed designs and specifications. Communicates project status to staff and other affected groups, keeping staff informed as to the progress of projects and of any developing problems, recommending alternative courses of action to mitigate such problems.

8. Creates informational materials and contributes to community engagement to enhance awareness of, and appreciation for, capital projects and to educate community stakeholders regarding each project’s function and objectives.

9. Plans, conducts and presents at project-related meetings. Coordinates design, specification and construction meetings.

ADDITIONAL WORK PERFORMED:

1. Conducts periodic inspections of facilities. Communicates with other City staff as appropriate to initiate required corrective action.

2. Participates in the annual planning process for the development of goals and objectives.

3. Assists Park Operations Manager in improving processes and programs through participation on special projects, program assignments and initiatives.

4. Conducts, attends and participates in a variety of team or departmental meetings.

5. Serves as back up for other Park Operations staff, as assigned.

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Principles and practices related to parks and recreation, project management, and contract administration.
- Current construction methods, costs and cost estimating.
- Current working knowledge of all building trades: carpentry, construction, plumbing, and electrical.
- Building and land use permits, processes and requirements.
- Applicable local, state and federal laws, local codes and standards related to construction.
- Design and construction management including developing bid specifications, reading blueprints and evaluation of design and construction projects.
- Fiscal management including budget preparation, cost and budget analysis, expenditure control and records management.
- Working knowledge of Computerized Maintenance Management Systems (CMMS), including the ability to analyze data from work orders, inspections, projects, and produce reports.

Skill in:
- Strong leadership skills including the ability to plan and organize the work of others, and train employees in work processes and techniques.
- Strong oral communication and interpersonal skills for working with a diverse populations including significant interaction with the public in sometimes adversarial situations. As well as other employees, public officials, vendors and contractors.
- 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.
- Good time-management skills.
- Use of computers and software related to City-wide communications, timekeeping, recordkeeping, word processing, spreadsheets, database programs including Permitting and Project Management, and facility maintenance.

Ability to:
- Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing written reports, materials, correspondence, and procedures.

- Establish and maintain effective working relationships with other employees, City officials, contractors and developers, representatives of other governmental agencies and the general public.
- Manage multiple priorities on a daily basis.
- Gain a working knowledge of Department operations and procedures, federal, state, and local pertinitent regulations.
- Utilize 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 other office machinery such as a keyboard, mouse, phone, and fax machine;
- Operate a motor vehicle;
- Move between work sites, including undeveloped land and project development sites;
- Occasionally transports objects (lids, covers, etc.) up to fifty (50) pounds.

WORKING ENVIRONMENT:

Works in an office setting and at field locations in all types of weather. Field inspection work may be near noisy machinery, with the possibility of exposure to environmental and chemical allergens standard to the building construction industry. Traverses rough terrain and inclines. Bends, reaches, pushes, pulls, and twists. May sit or stand for long periods of time. May occasionally lift and carry items weighing up to 50 pounds and work from a variety of heights off ladders, aerial lifts/platforms, etc. Attends meetings or performs duties outside of normal office hours. Moves throughout the park facilities and grounds. Frequently drives motor vehicles to perform duties in the field, at multiple sites, and may occasionally travel out of the area. 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 Administration, Parks Management, Engineering, Architecture, Construction Management, or related field;

AND

Four years progressively responsible experience in construction project management or maintenance management, including at least two years in building construction trades or park infrastructure repair.

OR

Two years post-secondary vocational or occupational training in construction management or related field plus six years of direct construction project management experience, including at least two years in building construction trades or park infrastructure repair.

- Two years of lead or supervisory experience required.
- Experience with maintenance management software preferred.
- Municipal or other government experience preferred.
- An equivalent combination of education and experience sufficient to provide the applicant the knowledge, skills and ability to successfully perform the essential functions of the job will be considered

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at time of hire with periodic re-verification required.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Ability to maintain and secure a Class B Commercial Driver's License within twelve months of hire.
- Ability to secure and maintain a valid First Aid and CPR certification within six months of hire.

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REVIEWED BY: _____
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