



**City of Klamath Falls**

**Position Description**

Position: Parks Maintenance Manager	Group: Non-represented
Department/Site: Public Works/Parks	FLSA: Exempt
Evaluated by: Public Works Director	Salary Grade: 124

**Summary**

The Parks Maintenance Manager is responsible for planning, delegating, and managing the maintenance operations of the City’s parks, facilities, open spaces, equipment, fleet services, and capital asset repair and replacement/development. Position provides input and assistance with the long-range planning, site design, and master planning of new and existing parks and recreation facilities. Position coordinates assigned activities with other departments and outside agencies. Position works under the general supervision of the Public Works Director. The Parks Maintenance Manager provides direct supervision to parks maintenance staff and indirect supervision is exercised over entire park services and volunteers. Position works in collaboration with the Urban Forester & Community Relations Manager.

**Distinguishing Career Features**

The Parks Maintenance Manager is a middle management position, responsible for implementing maintenance functions across many aspects of City parks and landscape areas within the department to accomplish business objectives. The Parks Maintenance Manager combines business, construction, maintenance, and financial management. Advancement to more responsible positions is through promotion and compliance with the required position qualifications.

**Essential Duties and Responsibilities**

- Manages Parks Division staff to ensure departmental goals, objectives and priorities are met.
- Provides direction and supervision in the areas of parks and facility maintenance and repair.
- Oversees recruitment, training, scheduling, supervising and evaluations of Parks Division staff. Ensures technical and safety training is provided for staff. Conducts coaching, conflict resolution and team building for crew.
- Manages specialized program areas which includes scheduling and completing projects and work; oversees the weekly and annual maintenance needs of assigned park facilities. Oversees daily and weekly priorities for crew and adjusts schedules as needed based on priorities or climatic conditions.
- Assists crew, as needed, in performing grounds and trails maintenance.

- Prepares annual park services budget; assists with budget forecasts for staffing, materials, and equipment; monitors and administers the approved budget.
- Promotes City-wide goals and objectives in a positive manner. Provides staff assistance to other City divisions/departments.
- Prepares and presents staff reports and other necessary correspondence related to operations, repair, and maintenance activities.
- Attends and participates in public meetings on a variety of park issues, as required; provides staff input and represents Parks Division goals and strategic plans.
- Responds to citizen requests and inquiries regarding park facilities and improvements; responds to and resolves difficult and sensitive citizen inquiries and requests.
- Assists crew in identifying, diagnosing and resolving program related problems with turf, plant material, irrigation, trail maintenance and other landscape needs of the district; coordinates with other agencies and/or Divisions as needed.
- Ensures materials and supplies orders are completed as necessary to complete jobs efficiently in the field.
- Oversees and assists with construction, remodels, and maintenance of park facilities, grounds and trails.
- Operates and transports equipment and vehicles as needed; operates equipment safely and with care at all times.
- Identifies safety-related issues and ensures that safe conditions prevail in all park facilities.
- Reads, interprets, and advises on the preparation of construction drawings.
- Acts as a Mandatory Reporter; reports incidents of child abuse/neglect.
- Performs other duties as assigned.

## **Qualifications**

- **Knowledge and Skills**

Extensive Knowledge of: organizational administration, standards, practices, procedures and trends; practices and principles of horticulture, building and facility maintenance and construction, natural resources management in an urban environment, landscape maintenance, vehicle and equipment maintenance; safety and occupational hazards applicable to the supervision of staff and participants of a diverse recreational environment; principles of supervision and personnel practices. Possess an understanding of the operational characteristics, services, activities, and practices and principles of governmental budgeting and purchasing, maintenance of public records, and administration of a large park operations program.

Good Knowledge of: various software packages, including word processing, spreadsheets, and maintenance management and budgeting systems.

**Skills and Ability to:** communicate effectively and persuasively in both oral and written form; plan, coach, train and direct City staff to maintain and repair parks and facilities; identify and respond to sensitive community and organizational issues, concerns and needs; research, analyze and evaluate new service delivery methods and techniques; computer competency in word processing, data entry and spreadsheet applications; facilitate meetings with City staff, other organizations and volunteer groups; exercise initiative and good judgement; analyze, interpret and present statistical data to audiences of varying levels of subject sophistication; develop and monitor a complex budget; excellent supervisory, interpersonal, problem solving and conflict resolution skills; strong listening, analytical, research and critical thinking skills; exceptional ability to work cooperatively with others and create a positive, constructive relationship with staff and the general public; exercise diplomacy and tact in confronting conflicts and sensitive issues; prepare concise and complete documents, reports, and correspondence; establish and maintain effective, cooperative and respectful working relationships with all contacts.

▪ **Physical Abilities**

Physical exertion includes walking, traversing rough, uneven terrain on job sites, bending and the ability to lift and carry up to 30 pounds unassisted, pushing, and pulling. Frequent focus on a computer screen. Manual dexterity and coordination will be required, making up more than 30% of the work period. Daily precise control of fingers and hand movements while operating computer keyboard, telephone, standard office equipment, and various types of small and large mechanical equipment.

▪ **Education and Experience**

Associate degree in Park Management, Horticulture, or related field; and six (6) years of progressively responsible experience in park and recreation leadership and park maintenance operations, facilities management; OR any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above-described duties and essential functions required of the position.

▪ **Licenses and Certificates**

Possession of or ability to obtain within 30 days of hire date a valid Oregon driver's license. Within 12 months of hire date, must possess and maintain Certified Landscape Technician Certification (CLT) and Certified Playground Safety Inspector Certification. **Preferred:** Public Pesticide Application License, International Society of Arbor Culture Certification, Backflow Inspection Certification, Certified Pool Operation Certification, and/or Certified Irrigation Technician Certification.

▪ **Working Conditions**

Position often requires long hours, which may include attendance at evening meetings and weekends. The political nature of this position can be delicate and challenging. Pressures and stress of the position include meeting deadlines, dealing with a wide variety of citizen concerns, and balancing divergent public opinion, including occasional dealing with distraught or difficult individuals. Work is performed in both an office environment and outdoors in varied weather conditions. May require emergency call-out during off duty hours. Incumbent may encounter regular exposure to hazardous chemicals, vibration, fumes and high noise levels.

▪ **Pre-Employment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.