



respect - Communication - Integrity - Teamwork - family

PARKS MANAGER

DEPARTMENT/DIVISION: Support Services/ Parks

GRADE: M-4

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: February 2016

SUMMARY

Under general direction of the Support Services Director, this position plans, organizes and directs the operations and program activities pertaining to the City parks, pool, cemeteries and designated grounds and landscaped areas; coordinates and directs assigned personnel; trains and evaluates the performance of assigned personnel; and provides technical management of the City's Urban Forest Program as well as technical assistance to residents regarding health and care of trees; and does other related work as required.

EXAMPLES OF DUTIES

Plan, organize and direct the operations and activities involved in our City parks, pool, cemeteries and designated grounds and landscaped areas; assure related functions and City parks, pool, and cemeteries comply with established laws, codes, ordinances, regulations, policies and procedures.

Coordinate and direct assigned staff and resources to meet maintenance needs; assist workers in development and maintenance of parks and cemeteries grounds and facilities, including installation and repair of equipment; cleaning and minor repair of buildings and restrooms; irrigation layout, installation and repair; forming, placing and finishing concrete; and installation of playground and recreation equipment.

Supervise and perform skilled work relating to planting, cultivation, fertilizing, pruning and care and treatment of trees, plants, and lawns, with special emphasis on the care and maintenance of trees.

Determine, for City-owned property, rights-of-way species of trees and plant materials, and determine when to install and when to remove diseased, damaged or dead trees and plants. Supervise such installation and removal.

Directs the supervisors to arrange and monitor contracted work for parks, pool, and cemeteries maintenance or capital improvements.

Coordinate natural resource management projects with cooperative local, state and federal agencies, and volunteers.

Assure proper and timely resolution of issues, inquires, problems and discrepancies.

Train, supervise and evaluate the performance of assigned staff; assist in interviewing and selecting employees and recommending transfers, reassignment, termination and disciplinary actions; assign duties and review work to assure compliance with established guidelines and procedures; develop and monitor training and employee development programs; ensure compliance with Division, City, County, State and Federal regulations, policies and procedures.

Responsible for the planning, design, budgeting, development and implementation of construction, alteration and installation projects for the City Parks Division; inspect and provide recommendations concerning new and existing construction projects and related plans and specifications or assist with contract negotiations for construction projects as directed.

Responsible for the development and preparation of the annual Parks and Pool Capital and Operating budgets; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Serve as a technical resource to City Parks Division staff concerning parks, pool, cemeteries, playgrounds and grounds maintenance operations, pesticide application, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures.

Plan, organize and direct the development and implementation of a variety of park programs and services including recreational activities, enforcement functions, and phone reservations and cashiering systems. Prepare and maintain a variety of reports, records and files.

May inspect, monitor and evaluate pest control operations and playground structures to assure compliance with established State and Federal Regulations and maintain required program documentation; review and provide advice concerning the implementation of plant selection and irrigation systems.

SUPERVISORY RESPONSIBILITIES

Responsible for two first level supervisors and other administrative staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include involvement in interviewing, hiring, and training

employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employee; addressing complaints and resolving problems.

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Practices, procedures, standards and techniques used in the operation and maintenance of City parks pool, and cemeteries

Applicable City, County, State and Federal codes, ordinances, requirements, regulations and safety precautions as pertain to operation and maintenance

Proper methods, materials, tools and terminology used in grounds and facility maintenance and repair

Technical aspects of the care and maintenance of trees

Requirements of maintaining City parks, pool, cemeteries, grounds and landscaped areas in a safe and healthy condition

Capital and Operating budget preparation and control

Oral and written communication skills

Principles and practices of supervision and training

Interpersonal skills using tact, patience and courtesy

Consumer Product Safety Commission and ASTM guidelines for safe playgrounds

City, County, State and Federal laws and regulations pertaining to pesticide application, written recommendations and safe applications

Ability to:

Plan, organize and direct operations and activities involved in the maintenance or operations of City parks, pool, cemeteries and designated grounds

Coordinate personnel, communications and information to meet City needs and assure smooth and efficient activities

Supervise, train and evaluate the performance of assigned personnel

Inspect projects for completeness and compliance with established requirements and procedures

Manage the design, development and implementation of construction, alteration and installation projects for City parks, cemeteries and landscaped areas

Establish inventories and management programs for trees, turf and maintenance schedules

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with City officials, staff, the public and the news media

Operate a computer and assigned office equipment

Maintain a variety of reports, records and files related to assigned activities

Work independently

Plan, implement and monitor State and Federally-mandated safety programs

QUALIFICATION REQUIREMENTS

Education and experience:

Graduation from an accredited four-year college or university with a bachelor's degree in natural resources management, urban forestry management or a closely related field. (Job related experience may substitute for the required education on a 2 years experience for 1 year education basis.) A minimum of four (4) years of experience in park maintenance/construction or operation, two (2) years of which must have been in a supervisory capacity.

Licenses/certificates:

A valid driver's license is required at the time of application. A valid Oregon driver's license is required at the time of appointment and must be maintained throughout employment. Must obtain within 60 days of hire a State of Oregon Commercial Driver's License.

Certified Pool Operator licensed by the National Swimming Pool Association or able to obtain within six months of hire.

In addition, a Pest Control Advisor License (categories for insects and weeds minimum) as issued by the State Department of Food and Agriculture may be required. Also, a Certified Playground Safety Inspector certification as issued by the National Parks and

Recreation Society, National Playground Safety Institute may be required. In addition, attainment of International Society of Arboriculture (ISA) Certified Arborist status is required. All additional licenses, if required, must be acquired within one year of appointment and must be maintained throughout employment.

PRE-EMPLOYMENT

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

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The duties of this position are performed in variable temperatures and weather conditions. The outdoor work environment is subject to extreme heat or cold temperatures due to the seasonal nature of the work.

The noise level in the work environment ranges from quiet to very loud.

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.

