



## **CLASSIFICATION SPECIFICATION PARKS & FACILITIES MANAGER**

### **JOB SUMMARY:**

Under direct supervision of the Public Works Director, the Parks & Facilities Manager oversees all operations of the Parks & Facilities Division; manages City landscape, facility, and park maintenance; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Parks & Facilities Manager is responsible for the overall management of the Parks & Facilities Division and performs highly complex maintenance, service, and repairs on City landscapes and facilities. This class differs from a Maintenance Leadperson due to the level of experience required, complexity of work performed, direct supervision over staff, and ability to make decisions within established guidelines.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Manages, supervises, and inspects the work of crews assigned to the repair and maintenance of parks, grounds, athletic fields, playgrounds, swimming pools, and City buildings and facilities.
- Determines work assignments such as mowing and maintaining parks, trimming and pruning trees and shrubs, installing and repairing sprinkler systems, and replanting and removing trees, shrubs, and hedges; inspects facilities and recommends changes or improvements; and trains staff on work methods and safety procedures.
- Develops and monitors the budget for division programs and projects; evaluates and determines division needs including staffing and other operational costs; attends and participates in professional group meetings; prepares staff reports; maintains a log of work activities; orders materials and supplies; and obtains bids for equipment.
- Coordinates work activities with other crews and City departments; develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; confers with other professional and technical staff; coordinates work with outside agencies, contractors, and consultants; and provides maintenance services and consultation to a variety of field and office personnel.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Techniques, methods, materials, and equipment used in facility maintenance including the areas of pesticides/herbicides, plant and tree identification, irrigation systems, landscape design, and mechanical operations; applicable federal, state, and local laws including State Department of Health and OSHA regulations; safety orders and safe work practices relating to landscaping and facility maintenance work; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Operate a variety of vehicular and mechanical equipment in a safe and efficient manner; correctly interpret and explain applicable federal, state, and local laws; and correctly interpret and apply department policies and procedures.
- Read plans and diagrams; determine materials and labor for projects; supervise groups of employees engaged in maintenance activities; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Associate's degree in public administration, horticulture, or a closely related field.

- Five years of increasingly responsible experience in public works, maintenance, or landscaping, with at least two years of experience in a supervisory or lead capacity.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.
- Certification as an ISA Board Certified Arborist is required.
- Certification as a Certified Arborist Municipal Specialist is desirable.

**PHYSICAL DEMANDS:**

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

**WORK ENVIRONMENT:**

- Work is performed in a standard office setting and outside. Employee will travel to different locations and be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Revised Date:** July 26, 2018