



Parks and Facilities Maintenance Manager

Summary

To plan, organize, direct and coordinate the Parks and Facilities Maintenance Division within the Public Works and Utilities Department including the repair of City's parks, landscaped, and recreational areas, and City buildings; to coordinate and support standing committee(s) appointed by the Council; and provide highly complex staff assistance to the Director of Public Works and Utilities.

Class Characteristics

General direction is provided by the Director of Public Works and Utilities; responsibilities include the direct supervision of technical positions.

This position is distinguished from Parks Maintenance Crew Supervisor by its management responsibilities for division operations, staff and activities, whereas the latter is responsible for supervising the operations of a section or group within the division.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Develop and implement divisional goals, objectives, policies, and procedures.

Direct, oversee and participate in the development of the Parks and Facilities Maintenance Division work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Prepare the Parks and Facilities Maintenance Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Develop and implement plans related to the maintenance of City parks, recreational facilities, landscaped areas, and buildings; implement policies and procedures.

Oversee the maintenance of parks, playground areas, park facilities, City pool, pedestrian/bike trails, and assigned landscaped medians, parkways, and other miscellaneous landscapes, recreational facilities, and City buildings.

Parks and Facilities Maintenance Manager

Participate in the selection and management of outside contractors and consultants to ensure compliance with City standards; research and resolve contractor performance issues.

Manage City landscape assessment districts (LAD's) including annual renewals.

Review plans, drawings, and cost projections for public projects and direct the implementation of changes and construction for new and existing parks, landscape sites, and facilities.

Inspect damaged and diseased trees, shrubs, or turfs on city-owned or landscape assessment district property to determine appropriate corrective action.

Respond to emergencies including fallen trees and park maintenance problems.

Develop and coordinate a volunteer program for the maintenance of City properties.

Attend meetings, including City Council, various boards and commissions, and community meetings.

Supervise the City's Integrated Pest Management Program and the application of all pesticides throughout the City.

Prepare a variety of reports, forms, correspondence, and related documentation on division operations; ensure all mandated forms and reports are properly completed and filed in a timely manner.

Serve as a member of the department's executive team and participate in discussion and decisions related to department-wide activities impacting personnel, facilities, quality goals, and budgets.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

Skills/Abilities:

Organize and direct activities associated with the maintenance of parks and landscaped areas, recreational facilities, and City buildings.

Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules, and regulations.

Prepare and administer division budget including related elements of capital improvement plan budget.

Parks and Facilities Maintenance Manager

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Respond to inquiries or complaints from citizens, regulatory agencies, or members of the public community.

Review, interpret, and understand construction and development plans and blueprints.

Work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Maintain accurate records and prepare comprehensive reports.

Effectively represent the City in contacts with the public, businesses, community organizations, regional organizations, and other government entities.

Carry out safety regulations and direct policies in order to comply with all federal, state, and local environmental and safety regulations.

Effectively present information to senior management, public groups, and/or City Council.

Prepare and present clear and concise technical and administrative reports.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of park and landscape maintenance, cultivation, and horticulture.

Principles and practices of facilities maintenance management.

Parks and Facilities Maintenance Manager

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent federal, state, and local laws, ordinances, and rules.

Principles and practices of contract administration.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Occupational health and safety standard practices.

Playground safety rules and regulations.

Methods and techniques of analyzing and interpreting data and statistics.

Principles and practices of supervision, training, and personnel management.

Principles and Practices of effective customer service.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in park management, construction management, horticulture, forestry, architecture, engineering, construction management, or a related field.

Experience:

Five years of increasingly responsible work experience in the maintenance of parks and landscaped areas, including two years of supervisory experience.

Certifications/Licenses:

Possession a valid California Class C Driver's License.

Possession of a valid Pest Control Advisors license (PCA) issued by the State of California, Department of Pesticide Regulation.

Arborist Certification from the International Society of Arboriculture is desirable.

Established: 07/10/00

Resolution #: 00-187Q N.C.S./ 2014-173 N.C.S./ 2021-123 N.C.S.

Reformatted: 06/30/06

Revised: 11/17/14; 8/2/21

Formerly: Parks and Landscape Manager

Department: Public Works and Utilities

FLSA Status: Exempt