

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PARK SERVICES MANAGER

Department: Park Division

Pay Grade: F110

FLSA Status: Exempt

JOB SUMMARY

Under general direction, plan, organize, direct, and manage operations maintenance and construction of park facilities and open space areas; provide administrative and technical direction to staff, in accordance with District policies and procedures. This position is responsible for the Park Rangers Program. Prepares and administers the division budget and manages capital equipment purchases and all expenditures of the division.

ESSENTIAL JOB FUNCTIONS

- Plan, direct, and coordinate the alteration, repair, and maintenance of buildings, grounds, open space operations and the enforcement of District ordinances.
- Develop and recommend long-range operations and maintenance programs.
- Analyze and determine future materials and human resource needs for capital projects and determine types, methods, and cost of repairs to existing sites.
- Make recommendations for building or repair projects and coordinate the implementation of new construction or park improvement projects, interpret building plans and specifications.
- Prepare annual budget, request for the funding of buildings and grounds maintenance, and control expenditures.
- Maintain records of work requests, projects scheduled and all phases of project work.
- Conduct periodic inspections of facilities and review the work of employees for the compliance with District standards.
- Receive, store, and dispose of excess and/or unserviceable property pursuant to District policies and procedures.
- Design and develop landscape plans related to turf mitigation.
- Select, supervise, train, and evaluate employees.

- Recommend and implement District's customer service ethic, and changes to District policy and procedures.
- Prepare and present recommendations related to policies, procedures, budget, contracts, bids, etc.
- Attend monthly Board, Committee, and upper-level management meetings.
- Resolve citizen and other agency complaints and issues.
- May be asked to negotiate union contracts.
- Will be responsible for Parks Department RFP's.
- Respond to emergency situations as needed.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in park administration, ornamental horticulture, landscape architecture or related field with four (4) years of increasingly responsible experience in landscape and building maintenance or crafts work; or an equivalent combination of education and experience.

Special Qualifications:

California driver's license; Agricultural Pest Control Advisor's License, Certified Arborist, Irrigation Auditor Certificate, and Playground Safety Inspector Certificate are desirable. Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA) is preferred. CPR and First Aid Certification required no later than six (6) months after employment.

Knowledge, Skills, and Abilities:

- Knowledge of relevant parks and recreation program administration, organization, management and planning theories, policies, practices, and techniques; related public and business administration principles and practices relative to financial management and customer-focused program development and administration.
Knowledge of the full range of supervisory principles and practices, labor relations and personnel management.
- Knowledge of and ability to use computer software applicable to the duties of the position.
- Knowledge of budgetary principles and procedures.
- Knowledge of relevant State and Federal laws, rules, and regulations.
- Ability to manage a wide variety of parks programs, activities, and facilities.
- Ability to develop and maintain effective division policies, practices, and standards within public policy parameters.
- Ability to oversee the implementation of effective business procedures in enterprise operations.
- Ability to provide policy-level consultation on District Parks matters.
- Ability to exercise considerable judgment in planning for future parks development.
- Ability to prepare, administer, and monitor the division budget.
- Ability to work with a high degree of independence.

- Ability to hire, train, assign, evaluate, and discipline employees. Ability to manage personnel both directly and through subordinate supervisors. Ability to organize, direct, coordinate, evaluate, and control the activities of clerical, technical and professional employees.
- Ability to establish and maintain effective working and public relationships and to represent Parks interests in a wide variety of venues.
- Ability to effectively develop and communicate technical recommendations to Boards, Commissions, elected officials, other governmental officials, and the public. Ability to prepare and present persuasive written and oral reports and recommendations. Ability to communicate effectively both orally and in writing and to speak persuasively before diverse groups. Ability to attend meetings and other functions during the evening and/or on weekends.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand; sit; twist, and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud. May be required to adjust schedule due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date