

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: Recreation, Parks, Historic and Cultural Affairs

Pay Grade: 514

FLSA Status: Exempt

Job Code: R850

JOB SUMMARY

The purpose of this classification is to assist the Deputy Director of Operations in managing the operations, staff, and resources of the Department and the Park's Division within the City's Recreation and Parks Department. Work involves planning and managing all construction projects, ensuring implementation of the Master Plan, maintenance and repair operations for City parks, assisting with Department-wide planning and evaluation of existing and future recreation facilities, buildings and grounds.

ESSENTIAL JOB FUNCTIONS

- Assists with developing and performing the Department's and divisions short and long range planning; assists in the development of the Master Plan; interprets Master Plan for Parks Division; analyzes and assesses the conditions of City parks, recreation facilities, buildings and grounds; identifies the construction and maintenance needs of same; develops and submits the Parks Division's goals and objectives; prioritizes maintenance and repair needs; and develops plans for the Parks facility management program.
- Designs, develops and implements comprehensive maintenance programs for parks, recreation facilities and grounds; develops operational policies, maintenance procedures and standards to ensure acceptable level of safety, operating condition and appearance.
- Plans and coordinates division operations, projects and special events; establishes work plans and schedules; allocates Division resources; assigns work to subordinates; instructs and trains in correct methods and procedures; and coordinates with facility managers to acquire materials, manpower and use of facility spaces.
- Supervises, directs, and evaluates the Landscape Architect, Park Coordinators, and Project Coordinator, Facilities Operations and Maintenance Coordinator, and assigned staff,

processes employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

- Oversees and evaluates division operations; monitors productivity; ensures adherence to established policies and procedures and safety guidelines; promotes risk management and safety; meets with Landscape Architect and Coordinators to review progress, delegate assignments, and resolve issues and problems; implements operational and procedural changes to improve operations; and recommends strategic changes to the management.
- Keeps Deputy Director of Operations, Director, and, Recreation Commission informed of significant issues, resource needs, and challenges within the Parks Division.
- Serves as project manager for the City's maintenance, construction, and special events; manages projects requiring work performed by outside firms; writes specifications for contracted equipment, materials and supplies; prepares requests for proposals; interviews, evaluates and recommends selection of contractors; administers contracts and coordinates work; approves project schedules; coordinates work between contractors, Parks Division and other City departments; monitors contracted projects; ensures work meets contract terms, budgetary constraints, standards and specifications; and performs contract administration.
- Manages future facility planning and development for department; prepares land acquisition information; and presents findings and recommendations to management. Communicates and coordinates all projects and special events with other departments within the City.
- Prepares, submits, and administers Parks division's operating and capital improvement budgets; monitors budgets, expenditures and revenues; coordinates all program revenue and expenditure processes; assists in preparation and administration of Federal and State grants awarded to the division; and maintains accurate records of division's financial transactions.
- Receives and/or prepares a variety of administrative forms pertaining to division operations including requisitions, payroll documents, purchase orders, contracts, invoices and budget revisions; and reviews, approves, and/or submits documents for processing.
- Maintains plan designs, project expenditure information, and other project documentation for on-going and future projects; prepares operational and statistical reports, including monthly, quarterly and annual Division reports; and manages the establishment and maintenance of Division files and records.
- Performs public relations and communications work for the division; establishes effective working relationships with parks and trail boards, homeowner associations, civic groups, business leaders, recreation professionals and other community groups; communicates and cooperates with other City departments and agencies; provides customer service and assistance to patrons and the general public; and resolve issues and problems which cannot be addressed by subordinates.
- Serves as a member of varying task forces, committees, and management and planning teams; attends Recreation Commission meetings, public hearings, City Council meetings, and organizational meetings; and serves as liaison between the Recreation Commission, City Council and Division personnel.
- Operates a personal computer, and general office equipment as necessary to complete essential functions to include the use of word processing, spreadsheet, database or other system software.

- Oversees fleet information and coordination for Department's vehicles and equipment.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in recreation administration, public administration or a related field; supplemented by six (6) years of progressively responsible experience managing park maintenance programs, resources and staff; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of park construction, maintenance and repair operations. Comprehensive knowledge of construction, maintenance and landscaping methods, materials, equipment and safety procedures.
- Knowledge of City, County, state and federal codes, ordinances and regulations pertaining to division operations.
- Knowledge of the City's administrative policies and procedure, contract administration, and of the principles and practices of supervising staff and resources.
- Ability to plan and manage construction, maintenance and repair operations for City parks, recreation facilities and grounds.
- Ability to manage assigned staff, budgets and resources.
- Ability to manage construction and maintenance projects, to oversee the work of contractors, and to administer contracts.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to perform in a supervisory capacity over subordinate supervisors.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, and temperature and noise extremes.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.