

## PARK PROJECT MANAGER

GENERAL STATEMENT OF DUTIES: Performs highly skilled technical work in the oversight and completion of Parks and Recreation Commission construction projects, landscaping, beautification, conservation, and other development programs; responsible for the inventory and condition assessment of all park motor pool assets; works under general management; performs other related duties as required.

### STATEMENT OF TASKS:

Formulates plans for short and long range capital projects;  
Completes park construction projects as required;  
Works closely with contractors on major projects;  
Prepares budgetary and cost estimates for projects;  
Renders technical advice and assistance to staff and professional consultants who may be employed on a contractual basis;  
Plans and organizes planting of trees, shrubs and plant material;  
Assists in maintaining Global Information Systems (GIS) on Park property locations and infrastructure;  
Maintains approved purchasing sources for all Park purchasing activity;  
Maintains motor pool equipment and inventory and recommends replacement and reuse.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of parks development and facility construction methods in relation to work practices, methods, trends, equipment, materials, tools, and employee capabilities;  
Thorough knowledge of Parks and Recreation development standards;  
Ability to operate all Park equipment to accomplish assigned projects;  
Ability to instruct seasonal and full time staff in the operation of all Park equipment;  
Ability to read and interpret engineering plans and specifications and to make accurate measurements in calculating project costs;  
Ability to keep efficient records of work accomplishments and costs;  
Ability to work tactfully with subordinates, architects, contractors and fellow workers;  
Ability to exercise mature judgment and to function with very broad guidelines with minimum direction;

MINIMUM QUALIFICATIONS

Associates degree in Parks and Recreation or related field **OR** three (3) years experience in Parks and Recreation or related field

**-AND-**

Vocational training in the operation of heavy equipment.

SPECIAL REQUIREMENTS

Must possess a valid driver's license with CDL-A air brake and tank endorsement.

Must be willing to work weekends, holidays, and irregular hours.

Must be courteous in dealing with the general public and fellow staff members.

  
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Human Resources Director

Established: September 25, 2019